

## TRAINING SUPPORT PACKAGE (TSP)

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<b>TSP Number / Title</b>	T230 / Supervise Preventive Maintenance Checks and Services (PMCS)
<b>Effective Date</b>	01 Oct 2003
<b>Supersedes TSP(s) / Lesson(s)</b>	R202, Supervise Preventive Maintenance Checks and Services (PMCS) Jun 99, R202-RC, Supervise Preventive Maintenance Checks and Services Jun 01.
<b>TSP Users</b>	400 -PLDC Primary Leadership Development Course 400-PLDC PH II Primary Leadership Development Course, Phase I
<b>Proponent</b>	The proponent for this document is the Sergeants Major Academy.
<b>Improvement Comments</b>	Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i> . Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:  COMDT USASMA ATTN ATSS D BLDG 11291 BIGGS FIELD FORT BLISS, TX 79918-8002  Telephone (Comm): (915) 568-8875 Telephone (DSN): 978-8875 E-mail: atss-dcd@bliss.army.mil
<b>Security Clearance / Access</b>	Unclassified
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the Ft Bliss, TX foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

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## PREFACE

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**Purpose**

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

<u>Task Number</u>	<u>Task Title</u>
091-257-0002	Conduct Preventive Maintenance Checks and Services (PMCS)
400-043-3201	Supervise Preventive Maintenance Checks and Services (PMCS)

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This TSP  
Contains

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**Supervise Preventive Maintenance Checks and Services  
T230 / Version 1  
01 Oct 2003**

**SECTION I. ADMINISTRATIVE DATA**

<b>All Courses Including This Lesson</b>	<u>Course Number</u> 400-PLDC	<u>Version</u> 1	<u>Course Title</u> Primary Leadership Development Course
<b>Task(s) Taught(*) or Supported</b>	<u>Task Number</u> <u>Individual</u>	<u>Task Title</u>	
	091-257-0002	Conduct Preventive Maintenance Checks and Services (PMCS)	
	400-043-3201	Supervise Preventive Maintenance Checks and Services (PMCS)	
<b>Reinforced Task(s)</b>	<u>Task Number</u>	<u>Task Title</u>	
<b>Academic Hours</b>	The academic hours required to teach this lesson are as follows:		
	<u>Resident Hours/Methods</u>		
	2 hrs	/ Conference / Discussion	
Test	0 hrs		
Test Review	0 hrs		
Total Hours:	2 hrs		
<b>Test Lesson Number</b>	<u>Hours</u>	<u>Lesson No.</u>	
	Testing (to include test review)	2 hrs 25 mins	WE02 version 1
<b>Prerequisite Lesson(s)</b>	<u>Lesson Number</u>	<u>Lesson Title</u>	
	None		
<b>Clearance Access</b>	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.		
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the Ft Bliss, TX foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.		

**References**

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
DA PAM 738-750	Functional Users Manual for the Army Maintenance Management System (TAMMS)	01 Aug 1994	

**Student Study Assignments**

Before class--

- Read Student Handout 1 and Student Handout 2.

During class--

- Participate in classroom discussion and complete PE-1.

After class--

- Review material for written examination and turn in recoverable references. Prepare to conduct PMCS on an item of equipment during the recovery phase of the STX.

**Instructor Requirements**

1:8; SSG, PLDC graduate who meets the requirements outlined in the PLDC CMP, or SFC, PLDC graduate who meets the requirements outlined in the PLDC CMP (only used in the absence of an SSG and approved by the proponent commandant, or post commander). In addition, the SGL will—

- Read and study all TSP material and be ready to conduct the class.
- Conduct the class in accordance with this TSP.
- Collect all recoverable materials after the examination for this lesson.

**Additional Support Personnel Requirements**

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

**Equipment Required for Instruction**

<u>ID Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Qty</u>	<u>Exp</u>
441-06 LCD Projection System	1:8	1:1	No	1 No
559359 SCREEN PROJECTION	1:8	1:1	No	1 No
673000T101700 PROJECTOR, OVERHEAD, 3M	1:8	1:1	No	1 No
702101T134520 DELL CPU, MONITOR, MOUSE, KEYBOARD	1:8	1:1	No	1 No
703500T102257 DESKTOP/EPSON PRINTER	1:8	1:1	No	1 No
7110-00-T81-1805 DRY ERASE BOARD	1:8	1:1	No	1 No

7510-01-424-4867 EASEL, (STAND ALONE) WITH PAPER	1:8	1:1	No	1	No
SNV1240262544393 36 - INCH COLOR MONITOR W/REMOTE CONTROL AND LUXOR STAND	1:8	1:1	No	1	No

\* Before Id indicates a TADSS

**Materials  
Required**

**Instructor Materials:**  
SGL Materials--

- TSP, viewgraph transparencies as described in Appendix A, one copy of DA Pam 738-750 per classroom for reference and a minimum of two DA Form 2404s or 5988-Es per student (may be reproductions).

**Student Materials:**

- One copy of Student Handouts 1 and 2 and PE-C-3 per student.
- Assigned item of equipment w/-10 TM for PMCS (based on SOP).
- Advance Sheet in Appendix D, pen or pencil and writing paper and any materials required by the NCOA's SOP.

**Classroom,  
Training Area,  
and Range  
Requirements**

CLASSROOM INSTRUCTION 900 SF, 16 PN or Classroom Conducive to Small Group Instruction of 16 Students.

**Ammunition  
Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional  
Guidance**

- NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.
- This TSP has questions throughout to check learning or generate discussion among the group members. You may add any questions you deem necessary to bring a point across to the group or expand on any matter discussed.
  - You must know the information in this TSP well enough to teach from it, not read from it.
  - This TSP presents references at the beginning of some of the paragraphs. This allows you to inform your students of where they should look in the reference to follow your instruction.
  - Issue Student Handout 1 and 2 during inprocessing; also, identify item of equipment for PMCS and issue appropriate -10 manual at the same time. Before presenting this lesson, thoroughly prepare by studying this lesson and identified reference material. Equipment used for the practical exercise (PE) must be at -10 TM or commercially defined operational standard level.

**Proponent  
Lesson Plan  
Approvals**

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<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Beamon, Karen	Civ	Training Developer	
Barnes, Ronnie G.	MSG	Chief, PLDC	
Lawson, Brian H.	SGM	Chief, NCOES	
Mays, Albert J.	SGM	Chief, CDDD	

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**SECTION II. INTRODUCTION**

Method of Instruction: Conference / Discussion  
 Technique of Delivery: Small Group Instruction (SGI)  
 Instructor to Student Ratio is: 1:8  
 Time of Instruction: 10 mins  
 Media: None

**Motivator**                    The modern battlefield is a highly technological, volatile battlefield. The lethality of the current weapon systems exceeds any ever seen before. The key to maintaining their mobility and lethality is proper maintenance. This lesson provides you with the knowledge to maintain that essential warfighting edge through effective Preventive Maintenance Checks and Services (PMCS).

**Terminal Learning Objective**                    **NOTE:** Inform the students of the following Terminal Learning Objective requirements. At the completion of this lesson, you [the student] will:

<b>Action:</b>	Supervise Preventive Maintenance Checks and Services (PMCS).
<b>Conditions:</b>	In a classroom, field, or motor park area given an item of equipment, the appropriate -10 TM, Student Handout 2, and a DA Form 2404 or DA Form 5988-E.
<b>Standards:</b>	Select the correct reference and use correct PMCS table to make the required accurate entries on the DA Form 2404 or 5988-E; identify the purposes of DA Forms 2408-14, 5988-E, and DD Form 314; inspect an item of equipment IAW the appropriate -10 TM, Student Handout 2, and complete the practical exercise all in accordance with DA Pam 738-750.

**Safety Requirements**                    IAW -10 safety precautions for selected item of equipment and local SOP.

**Risk Assessment Level**                    Low - Commandants will determine the risk level IAW local SOP and the item of equipment on which the students conduct PMCS.

**Environmental Considerations**                    **NOTE:** It is the responsibility of all soldiers and DA civilians to protect the environment from damage. Commandants must determine environmental considerations IAW local SOP and the item of equipment on which the students will conduct PMCS.

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**Evaluation**

You will take a written examination. The examination will contain questions from this lesson. You must correctly answer 70 percent or more of the questions on the examination to receive a GO.

**NOTES:**

- Inform the students where their examination will take place as posted on the training schedule and when they will receive feedback on the test. Include any retest information.
- Inform the students that they must turn in all recoverable reference material after the examination.

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**Instructional  
Lead-In**

PMCS is the acronym for Preventive Maintenance Checks and Services, which form the basis for the entire Army Maintenance Management System. We use PMCS to inspect and maintain virtually every item of equipment and clothing we use or wear. A soldier must be proficient in PMCS, but an NCO must be a master of PMCS. This lesson will set you on the road to mastering that skill.

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### SECTION III. PRESENTATION

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**NOTE:** Inform the students of the Enabling Learning Objective requirements.

#### A. ENABLING LEARNING OBJECTIVE

<b>ACTION:</b>	Complete DA Form 2404 or DA Form 5988-E.
<b>CONDITIONS:</b>	In a classroom, field, or motor park environment given a selection of references, an item of equipment, appropriate -10 TM, Student Handout 2, and a DA Form 2404 or DA Form 5988-E.
<b>STANDARDS:</b>	Select the correct reference and use correct PMCS table to make the required accurate entries on the DA Form 2404 or DA Form 5988-E in accordance with DA Pam 738-750.

1. Learning Step / Activity 1. Complete DA Form 2404 or DA Form 5988-E.

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:8  
Time of Instruction: 20 mins  
Media: VGT-1 and VGT-2

Preventive maintenance is the application of systematic procedures for inspection, detection, and correction of apparent failures before they develop into major defects. Soldiers too often think of preventive maintenance checks and services (PMCS) only as it applies to tanks and trucks. This is because of the impact this type of equipment has on operational readiness when it fails to operate. As first line supervisors, you must realize the range of items to which preventive maintenance applies. You conduct PMCS on vehicles, tents, weapons, NBC equipment, dining facility equipment, TA-50 items, and virtually everything else the Army issues. As leaders, you are responsible for the health and welfare of your soldiers. An important part of taking care of your soldiers is making sure that the equipment they use is in good working order. A crucial part of maintaining equipment readiness is PMCS. This lesson provides you with hands-on training for conducting PMCS. This training will help you supervise your subordinates while they perform PMCS.

Now let's discuss the items you need to perform PMCS.

**NOTE:** Ask a student to read the bullets.

## SHOW VGT-1, ITEMS REQUIRED TO PERFORM PMCS



### ITEMS REQUIRED TO PERFORM PMCS



- Appropriate -10 Technical Manual
- DA Form 2404 or DA Form 5988-E (Equipment Inspection and Maintenance Worksheet)
- DA Form 2408-14 (Uncorrected Fault Record)

T230/OCT 03/VGT-1

The -10 TM is a technical manual that operators and crews use to obtain the necessary information they need to maintain their equipment. It prescribes special requirements, operating characteristics, troubleshooting procedures, and special operating instructions, as well as PMCS procedures.

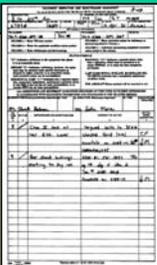
## REMOVE VGT-1

**NOTE:** Issue each student a blank DA Form 2404 before showing VGT-2. Tell them you will discuss DA Form 5988-E later in the lesson. If you use DA Form 5988-E, you will have to modify the PE.

## SHOW VGT-2, DA FORM 2404 PURPOSES

### DA FORM 2404 PURPOSES

- Equipment Inspection and Maintenance Worksheet.
- Has Three Major Purposes.
- Today's Focus is on PMCS Use.



T230/OCT 03/VGT-2

The DA Form 2404 has three major purposes; however, in this lesson we will focus only on PMCS. PMCS includes maintenance activity inspections, diagnostic

checks, and spot checks. Take out your -10 manual and let's begin filling out the DA Form 2404.

## **REMOVE VGT-2**

**NOTE:** Have the students locate the PMCS checklist in their -10 TM for their assigned item of equipment and to turn to page SH-2-14. Have them follow along as you explain what information goes in each block. Have them fill in the information on their blank copy of DA Form 2404.

We will complete the DA Form 2404 one step at a time. For now, we will skip some blocks and go back to them a little later. If your unit is using the Unit Level Logistics System (ULLS), you use DA Form 5988-E instead of the DA Form 2404. We'll discuss the differences in the forms later.

- **BLOCK 1.** Enter the name of the unit to which the equipment belongs.
- **BLOCK 2.** Enter the noun nomenclature and model of the equipment. If this were a watercraft, you would enter the hull design number instead of the model number.
- **BLOCK 3.** Enter the serial or registration number. When no serial or registration number exists, enter the national stock number (NSN).
- **BLOCK 6.** Enter "PMCS."
- **BLOCK 7.** Enter the TM number and date. When two TMs cover an item, put the second TM number and date in the second number and date block. When the TM has changes, print "W/C" (with change) and the latest change number after the TM number. Put the date of the latest change in the TM date block. These are all the blocks you can complete until you actually begin conducting the PMCS.

Now let's discuss the remaining entries you make on the DA Form 2404. You are responsible for inspecting your equipment at five possible times: before operation, during operation, after operation, weekly, and monthly.

Before operating a piece of equipment, you must inspect the items listed under the "Before" column in the PMCS tables of your TM. If you do not find an uncorrectable fault during the inspection, you put the current date in column c. After using the equipment or at the end of the day, you must perform the after operation check. If you find no faults during the after operation, check, put your initials in column e. As long as you find no faults, you can continue to use the same DA Form 2404. Each

day you simply place the first letter of the type of PMCS performed (“B” for Before, “D” for During, and so on) in column d. Then you put the date in column c. If you find a correctable fault during the PMCS, stop the PMCS, correct the fault, and continue the PMCS to make sure there are no other uncorrectable faults.

REF: SH-2-14 Legend for Fig 3-9

When you find a fault that you cannot repair, the process becomes more complicated. After finding the fault, you must check the DA Form 2408-14 (Uncorrected Fault Record) to see if someone has already identified the fault and acted on it. If someone has already listed the fault on the DA 2408-14, do not list it on the DA Form 2404--just continue the PMCS. We will discuss the DA Form 2408-14 later in the lesson.

Now let’s go back and work on completing the blocks on DA Form 2404 that we skipped earlier.

- **BLOCK 4a.** If an item of equipment has no odometer, leave it blank. If the item you are inspecting does have an odometer, round off to the nearest mile or kilometer. Place a “K” in front of the number for kilometers.
- **BLOCK 4b.** If hours do not apply, or if no fault exists, leave blank.
- **BLOCK 4c.** Leave blank.
- **BLOCK 4d.** Leave Blank.
- **BLOCK 5.** If you find a deficiency or shortcoming during your inspection, enter the calendar date in block 5.
- **BLOCK 8a.** After finding a deficiency or shortcoming, you as the operator, vehicle commander, or crew chief must sign your name and enter your rank. Your signature prevents anyone else from using the form past the current dispatch (if dispatched).
- **BLOCK 8b.** Leave blank or use as needed locally.

We will briefly cover blocks 9 and 10 for information purposes, but you will not use them during any of your PMCS.

- **BLOCK 9a.** The commander or maintenance/motor officer signs this block with his payroll signature and rank when making a status symbol change or downgrading an “X” to a circled “X.” Otherwise, leave blank.

**NOTE:** Inform the students that you will cover status symbols, such as the circled “X,” later on in the lesson.

- **BLOCK 9b.** Leave blank or use as needed locally
- **BLOCK 10.** Leave blank or use as needed locally.
- **COLUMN A.** Put the PMCS item number from the TM that applies to any fault you noted in Column c. If the PMCS table in the TM has no item number, list the page, paragraph, or sequence number of the fault. Circle the number on the DA Form 2404 when the fault appears in the “Equipment is Not Ready/Available” column of the PMCS table. If no “Ready/Available” column exists in the TM, circle the TM item number and page or paragraph number for any fault that makes the item non-mission capable (NMC). AR 385-55 lists safety faults, such as headlights, that the TM for the item may or may not list. You, as supervisors, need to be aware of this, because these safety faults can administratively deadline your equipment. However, this does not affect the combat readiness of your equipment. We will not cover AR 385-55 in this lesson. When you return to your unit, you should familiarize yourself with this regulation prior to operating vehicles. If a safety fault appears in the “Equipment is Not Ready/Available” column of the PMCS, it makes your equipment NMC. For faults not covered by the PMCS, leave the column blank.
- **COLUMN B.** Enter the status symbol that applies to the fault or deficiency. You find these symbols explained right above block 9 on the DA Form 2404. Take a moment to look these status symbols over.

**NOTE:** Allow the students two minutes to look over the symbols, then answer any questions they have before going on.

You must repair status symbol X faults immediately, however, the commander or his designated representative can circle the X. This circled X status applies for one time-limited use only (such as driving a vehicle with defective brakes to the maintenance shop). You need to know that no one, not even the commander, can circle X an item that would endanger the operator or crew. Once you have completed the PMCS and listed all uncorrectable faults, turn in the form to the maintenance supervisor who will assign a mechanic to fix the fault.

- **COLUMN C.** Briefly describe the fault. Skip two or three lines in between items to allow maintenance personnel space to note actions they took to troubleshoot and correct the faults. The mechanic then writes what action he took in column d, including any repair parts installed or ordered and initials in column e after repairing a fault.

**NOTE:** Ask the students if they have any questions about how to complete the DA Form 2404.

**CHECK ON LEARNING: NOTE:** Conduct a check on learning and summarize learning activity.

**QUESTION:** If the item you are inspecting does not have a serial or registration number, what do you put in block 3?

**ANSWER:** The national stock number (NSN)

**QUESTION:** If the TM you are using for the inspection has changes, what date do you put in the TM date block?

**ANSWER:** The date of the latest change.

**REF:** SH-2-14 and SH-2-16

**B. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Identify additional maintenance forms.
<b>CONDITIONS:</b>	In a classroom, given Student Handout 2.
<b>STANDARDS:</b>	Identified the purposes of DA Forms 2408-14, 5988-E, and DD 314 IAW DA Pam 738-750.

1. Learning Step / Activity 1. Identify Additional Maintenance Forms

Method of Instruction: Conference / Discussion

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio: 1:8

Time of Instruction: 20 mins

Media: VGT 3 thru VGT-5

**NOTE:** Refer students to SH-2-7, para 3-10.

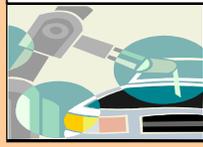
**SHOW VGT-3, DA FORM 2408-14 PURPOSES**

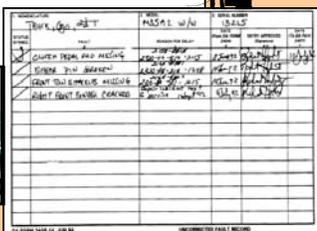
**DA FORM 2408-14 PURPOSES**

1. Record of Uncorrected Faults.

2. Deferred Maintenance Actions.







T230/OCT 03/VGT-3

The DA Form 2408-14 serves as a record of uncorrected faults and deferred maintenance actions on equipment. Deferred maintenance actions constitute delays

for repair or maintenance. Equipment with deferred maintenance does not meet the Army maintenance standard. Deferred or delayed maintenance can affect operation of the equipment, mission performance, and safety. The commander or the commander's designated representative determines when to transcribe a fault to the DA Form 2408-14. Maintenance personnel must correct without delay faults not requiring parts or faults for which parts are on hand. Maintenance personnel use this form to record all uncorrected faults that are not deadline deficiencies. As already mentioned, you do not record items on the DA Form 2404 that someone has already recorded on the DA Form 2408-14. The unit maintenance clerk updates the 2408-14 based on changes to the DA Form 2404 when you report new faults or maintenance personnel correct old problems. Your role as supervisor is to periodically review all (not less than every two weeks for Active Army and one month for NG/Reserve Components) the DA Form 2408-14s for your squad. You would check to see that ordered parts are not overdue, that corrected faults are no longer open, and that faults are not taking too long to repair.

**REMOVE VGT-3**

**REF: SH-2-5**

**NOTE:** Have students follow along on SH-2-24 as you discuss DA Form 5988-E.

**SHOW VGT-4, DA FORM 5988-E PURPOSES**

### DA FORM 5988-E PURPOSES

- Automated Replacement Form for DA Form 2404 and DA Form 2408-14
- Same Purposes as DA Form 2404.
- Some Entry Requirements Differ.



T230/OCT 03/VGT-4

In addition to knowing how to complete a DA Form 2404 and what the purpose of DA Form 2408-14 is, you also need to become familiar with the form that is replacing them, the DA Form 5988-E.

The Unit Level Logistics System (ULLS) has automated most maintenance and Class IX supply procedures at the unit level. ULLS helps you manage maintenance by providing you daily updated maintenance and supply data. This updated data makes it easier for you to find the status of required parts and direct support maintenance requests. The DA Form 5988-E (Equipment Inspection and Maintenance Worksheet) generated by the automated ULLS replaces the DA Form 2404 and DA Form 2408-14 in the manual system. DA Form 5988-E and the -10 TM are all you need to perform PMCS. You will receive the form with the heading already filled in by the ULLS computer. It will list previous faults and their status, and any parts ordered and the status of them. The maintenance clerk updates the miles and hours each time the equipment returns from dispatch. You tell the clerk the type of PMCS you plan to conduct (B/D/A/W/M), and he will enter that information prior to printing the form. When the operator receives the form from the clerk, he checks the heading information for accuracy. The operator then performs the PMCS according to the TM. If he does not find a fault during the before operation checks, he writes the calendar date under the fault description column. If he finds no fault when performing during or after operation checks, he places his initials in the initial column. When the operator finds a deficiency or shortcoming he cannot repair, he, or his supervisor, enters his signature and rank on the signature line. This prevents anyone from using the form past the current dispatch. Either the operator's supervisor enters his signature and rank on the signature line on the right verifying the fault. The procedures remain the same for changing an X status, to a circled X, as with the DA Form 2404.

**REMOVE VGT-4**

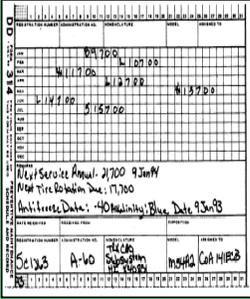
**NOTE:** Have students follow along on SH-2-11, Fig 3-6.

**SHOW VGT-5, DD FORM 314, PREVENTIVE MAINTENANCE SCHEDULE AND RECORD**

**DD 314 PREVENTIVE MAINTENANCE SCHEDULE AND RECORD**

- **Record of Scheduled and Performed Maintenance.**
- **Includes Lubrication Services.**
- **Means of Recording Not Mission Capable Time.**

7230 OCT 03 VGT-5



On occasion you may want to check the status of scheduled services for your assigned equipment. To do that, you should look at the DD 314. The DD Form 314 is a record of scheduled and performed unit maintenance including lubrication services. It also provides a means of recording not mission capable (NMCM/NMCS) time.

Lets go over the entries you may have to make on the DD Form 314. You should enter the last two digits of the calendar year in the shaded box at the upper left or lower left of the card.

- **REGISTRATION NUMBER.** Enter "See Remarks."
- **ADMINISTRATION NO.** Enter the number of items you are going to record in the "Remarks" block, for example Pistol #1-#20.
- **NOMENCLATURE.** Enter the name or noun nomenclature.
- **MODEL.** Enter the model number.
- **ASSIGNED TO.** Enter the name of the unit or organization owning the equipment.

As you can see, blocks for the above entries are also at the bottom of the form; you may use either to record entries based on type of display ledger maintained. In the blocks to the right of the months, you will find the symbol indicating the type of service scheduled by day and month for the entire year.

**NOTE:** Have student briefly look at para 3-3, SH-2-2 for a complete listing of service symbols used on the DD Form 314.

- **REMARKS.** Enter the serial numbers or administration numbers in ink when using the form for more than one nonreportable item.
- **DATE RECEIVED.** Leave blank or use as needed locally.
- **RECEIVED FROM.** Leave blank or use as needed locally.
- **DISPOSITION.** Leave blank or use as needed locally

**REMOVE VGT-5**

**NOTE:** Conduct a check on learning and summarize the learning activity.

**QUESTION:** If you find no faults during the “Before” operations PMCS, what do you put in the fault description column?

**ANSWER:** The calendar date.

**REF:** SH-2-12, Fig 3-7.

**QUESTION:** Which form serves as a record of uncorrected faults and deferred maintenance actions?

**ANSWER:** DA Form 2408-14.

**REF:** SH-2-7, para 3.10.B

**BREAK TIME:** 00.50 to 01.00 (End of first hour)

**C. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Perform before operations PMCS.
<b>CONDITIONS:</b>	In a classroom, field, or motor park area, given an item of equipment, the appropriate -10 TM, Student Handout 2, and a DA Form 2404 or DA Form 5988-E.
<b>STANDARDS:</b>	Inspect an item of equipment IAW the appropriate -10 TM, Student Handout 2, and Practical Exercise 1.

1. Learning Step / Activity 1. Perform Before Operations PMCS.

Method of Instruction: Practical Exercise  
 Technique of Delivery: Small Group Instruction (SGI)  
 Time of Instruction: 45 mins  
 Media: PE-1

**NOTE:** Pass out blank DA Form 2404 or 5988-E to each student and issue or ensure students have access to the item of equipment they need for the PMCS. Conduct Practical Exercise 1 (Appendix C).

**SECTION IV. SUMMARY**

Method of Instruction: <u>Conference / Discussion</u>
Instructor to Student Ratio is: <u>1:8</u>
Time of Instruction: <u>5 mins</u>
Media: <u>Small Group Instruction (SGI)</u>

**Check on Learning**

---

The PE serves as the check on learning for this lesson. Clarify any questions the students may have concerning the lesson material.

**Review / Summarize Lesson**

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We discussed several aspects of preparing for preventive maintenance checks and services (PMCS) and you performed a PMCS on an item of equipment. At your level of maintenance, your main concern is prevention through detection of small or minor equipment failures. All too often, we think preventive maintenance is the responsibility of maintenance personnel, unit armorer, NBC NCO, or supply sergeant. That belief could not be more incorrect. A core responsibility you bear as a squad leader is the maintenance, accountability, and readiness of your soldier's weapons, vehicles, clothing, and equipment. The way you become proficient in supporting this responsibility is through practical application. Keep in mind that equipment failure can cost you or your soldiers their life in times of peace as well as in war. We have the best equipment of any Army in the world. Take care of your equipment, and it will serve you well. You will use these PMCS procedures throughout the course, especially during the recovery phase of the STX.

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**SECTION V. STUDENT EVALUATION**

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**Testing Requirements**

**NOTE:** Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

**NOTE:** Inform the students that they will receive a written 40-question examination containing questions from this TSP at the end of the block of instruction. They must correctly answer a minimum of 70 percent of the questions to receive a GO on the exam.

---

**Feedback Requirements**

**NOTE:** Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

**NOTE:** Inform the students that those who score less than 70 percent on the examination, will receive retraining and retesting IAW the PLDC Course Management Plan (CMP).

---

Enabling Learning Objective A

VGT-1, Items Required to Perform PMCS



## **ITEMS REQUIRED TO** **PERFORM PMCS**



- Appropriate -10 Technical Manual
- DA Form 2404 or DA Form 5988-E (Equipment Inspection and Maintenance Worksheet)
- DA Form 2408-14 (Uncorrected Fault Record)

T230/OCT 03/VGT-1

# DA FORM 2404 PURPOSES

- Equipment Inspection and Maintenance Worksheet.
- Has Three Major Purposes.
- Today's Focus is on PMCS Use.

The image shows a sample of DA Form 2404, titled 'EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET'. The form is filled with handwritten information. At the top, it includes fields for 'EQUIPMENT', 'DATE', 'TIME', 'LOCATION', and 'INSPECTOR'. The main body of the form is a grid with columns for 'ITEM', 'DEFECTS', 'ACTION', and 'STATUS'. Handwritten entries include 'Chassis', 'Steering', 'Suspension', 'Brakes', 'Tires', 'Lights', 'Horn', 'Mirrors', 'Wipers', 'Windshield', 'Glass', 'Interior', 'Exterior', 'Engine', 'Transmission', 'Drivetrain', 'Fuel System', 'Cooling System', 'Electrical System', 'Safety Equipment', 'Miscellaneous', and 'Remarks'. The 'DEFECTS' column contains descriptions of issues, such as 'steering ball to wear' and 'checked fluid level'. The 'ACTION' column contains instructions like 'inspect on next trip' and 'check'. The 'STATUS' column contains dates and initials, such as '10/11/03' and 'J.M.'. The form is dated 'DA FORM 2404, 10/03' at the bottom.

T230/OCT 03/VGT-2



# DA FORM 5988-E PURPOSES

- Automated Replacement Form for DA Form 2404 and DA Form 2408-14
- Same Purposes as DA Form 2404.
- Some Entry Requirements Differ.

T230/OCT 03/VGT-4

DATE: 26-APR-93 EQUIPMENT MAINTENANCE AND INSPECTION WORKSHEET DA FORM 5988-E  
 WE4WRC R CD, 783 INF BN

EQUIPMENT DATA

ADMIN NUM: 812 EQUIP SERIAL NUM: 050493  
 EQUIP MODEL: M989 REGISTRATION NUM: 063044  
 EQUIP MODN: TRK UTL CAD 1-2ST 4XK TYPE INSPECTION: W  
 EQUIP NSN: 230011077135 CURRENT READING: M 018967

PUBLICATION: TM 9-2328-288-10-88 NUMBER DATE CHANGE NUMBER  
 PUBLICATION: TM 9-2328-288-10-88 05/93 02  
 PUBLICATION: TM 9-2328-288-10-88 05/98 RR

SIGNATURE: [Signature] TIME: \_\_\_\_\_ SIGNATURE: [Signature] TIME: \_\_\_\_\_

PARTS REQUESTED

FAULT	DOC NUM	WEIN	QTY	STATUS	DATE	PRI	DLC
			DUE/REQ		COMP		
0001	3116	0001	000785961	00002	----	0	13 N
0002	3116	0002	000000001	00001	----	0	13 N

MAINTENANCE FAULTS

ITEM NUM	FAULT DATE	FAULT STATUS	FAULT DESCRIPTION	CORRECTIVE ACTION	INITIALS
0001	26-APR-93	/	WONT START	ELECTRICAL	_____
0002	26-APR-93	X	CLUTCH SLIPPING	ADJUST	_____
0003	26-APR-93	X	EXHAUST MANIFOLD LEAKING	REPLACE PACKING	_____
			27 APR 93	W	JDW
			28 APR 93		JDW
			29 APR 93		JDW
(10)	30 APR 93	X	ENGINE IDLES AT 800 RPM		

## DD 314 PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

- Record of Scheduled and Performed Maintenance.
- Includes Lubrication Services.
- Means of Recording Not Mission Capable Time.

T230/OCT 03/VGT-5

		REGISTRATION NUMBER		ADMINISTRATION NO.	DESCRIPTION	MODEL	ASSIGNED TO
JAN				09700			
FEB							
MAR				11700			
APR							
MAY							
JUN				14700			
JUL							
AUG							
SEP							
OCT							
NOV							
DEC							
<p>*****</p> <p>Next Service Annual: 21700 9 Jun 94</p> <p>Next Tire Rotation Due: 17700</p> <p>Anti-freeze Data: -40 Antifreeze Blue Date 9 Jun 93</p>							
DATE RECEIVED		RECEIVED FROM			REPORTING		
REGISTRATION NUMBER		ADMINISTRATION NO.		DESCRIPTION		MODEL	
5c1363		A-60		T-4 CAG Subsystem		M5442 CoA 141B23	
RS							

**Appendix B Test(s) and Test Solution(s) (N/A)**

## PRACTICAL EXERCISE SHEET PE 1

<b>Title</b>	Perform before operations PMCS						
<b>Lesson Number/Title</b>	T230 version 1 / Supervise Preventive Maintenance Checks and Services						
<b>Introduction</b>	<p>You have just learned about the principles and techniques required when conducting PMCS. You will now practice what you have learned. This practical exercise reinforces what you have learned during this lesson about PMCS and ensures that you understand how to properly perform, evaluate, and supervise PMCS on your and your soldiers' equipment.</p>						
<b>Motivator</b>	None						
<b>Terminal Learning Objective</b>	<p><b>NOTE:</b> The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Action:</b></td> <td>Supervise Preventive Maintenance Checks and Services (PMCS).</td> </tr> <tr> <td><b>Conditions:</b></td> <td>In a classroom, field, or motor park area given an item of equipment, the appropriate -10 TM, Student Handout 2, and a DA Form 2404 or DA Form 5988-E.</td> </tr> <tr> <td><b>Standards:</b></td> <td>Select the correct reference and use correct PMCS table to make the required accurate entries on the DA Form 2404 or 5988-E; identify the purposes of DA Forms 2408-14, 5988-E, and DD Form 314; inspect an item of equipment IAW the appropriate -10 TM, Student Handout 2, and complete the practical exercise all in accordance with DA Pam 738-750.</td> </tr> </table>	<b>Action:</b>	Supervise Preventive Maintenance Checks and Services (PMCS).	<b>Conditions:</b>	In a classroom, field, or motor park area given an item of equipment, the appropriate -10 TM, Student Handout 2, and a DA Form 2404 or DA Form 5988-E.	<b>Standards:</b>	Select the correct reference and use correct PMCS table to make the required accurate entries on the DA Form 2404 or 5988-E; identify the purposes of DA Forms 2408-14, 5988-E, and DD Form 314; inspect an item of equipment IAW the appropriate -10 TM, Student Handout 2, and complete the practical exercise all in accordance with DA Pam 738-750.
<b>Action:</b>	Supervise Preventive Maintenance Checks and Services (PMCS).						
<b>Conditions:</b>	In a classroom, field, or motor park area given an item of equipment, the appropriate -10 TM, Student Handout 2, and a DA Form 2404 or DA Form 5988-E.						
<b>Standards:</b>	Select the correct reference and use correct PMCS table to make the required accurate entries on the DA Form 2404 or 5988-E; identify the purposes of DA Forms 2408-14, 5988-E, and DD Form 314; inspect an item of equipment IAW the appropriate -10 TM, Student Handout 2, and complete the practical exercise all in accordance with DA Pam 738-750.						
<b>Safety Requirements</b>	Each NCOA must observe the safety requirements appropriate for the item of equipment the students will use during this PE.						
<b>Risk Assessment Level</b>	Low Commandants will determine the risk level IAW local SOP and the item of equipment on which the students conduct PMCS.						
<b>Environmental Considerations</b>	Each NCOA must determine environmental considerations IAW local SOP and the item of equipment the students will use during this PE.						
<b>Evaluation</b>	<p>You will receive a "GO NO/GO" on this PE. However, getting a "GO" is not a course graduation requirement. At the end of the PE you will exchange PEs with another student. You will use PE-1-3 to record "GO or NO/GO" grades for how well the student you are checking completed the DA Form 2404 or DA Form 5988-E during the PMCS. You are authorized retraining and one retest.</p>						

<b>Instructional Lead-In</b>	None
<b>Resource Requirements</b>	<p><b>Instructor Materials:</b> None</p> <p><b>Student Materials:</b></p> <p>Each student needs--</p> <ul style="list-style-type: none"> <li>● One copy of PE-1 (Evaluation Sheet).</li> <li>● One blank DA Form 2404 or DA Form 5988-E.</li> <li>● One item of equipment for PMCS (students may share use of this equipment if necessary).</li> </ul>
<b>Special Instructions</b>	NCOAs using DA Form 5988-E will have to modify the practical exercise evaluation sheet.
<b>Procedures</b>	<p>Pass out a blank DA Form 2404 or DA Form 5988-E to each student, and issue or ensure the students have the equipment they need for the practical exercise.</p> <p>Give the students 20 minutes to conduct PMCS on their item of equipment and to complete DA Form 2404 or DA Form 5988-E IAW with classroom instruction, SH-2, and appropriate -10 TM.</p> <p>At the end of the 20 minutes, pass out PE-1 to each student and have the students exchange their DA Form 2404 or DA Form 5988-E with a fellow student.</p> <p>Tell the students they have 10 minutes to use their PE-1 to grade their fellow students' PMCS as recorded on that student's DA Form 2404 or DA Form 5988-E as follows:</p> <ul style="list-style-type: none"> <li>● Enter name and student number, signature and date, and SGLs name on PE evaluation sheet.</li> <li>● Check appropriate "GO/NO GO" blocks and return the PE evaluation sheet and DA Form 2404 or DA Form 5988-E to the student they evaluated.</li> </ul>
<b>Feedback Requirements</b>	Allow 15 minutes to conduct a review and group discussion on discrepancies and possible solutions. There is no one solution since equipment as well as faults/deficiencies may vary; the intent is to ensure students know the correct forms and procedures for performing PMCS. Rapid, immediate feedback is essential to effective learning.

### Practical Exercise 1 Evaluation Sheet

<b>Student Name:</b>	<b>Student #:</b>	<b>Date:</b>				
	<b>Initial Test:</b>	<b>Retest:</b>				
<b>Performance Steps for DA Form 2404:</b>	<b>GO</b>	<b>NO/GO</b>	<b>N/A</b>	<b>GO</b>	<b>NO/GO</b>	<b>N/A</b>
<b>Student Used:</b>						
Appropriate -10 Technical Manual						
Appropriate PMCS table						
<b>Student Entered:</b>						
(1) Name of unit.						
(2) Noun abbreviation and model of equipment.						
(3) Serial or registration number. NSN if no serial or registration number available.						
(4a) Miles or kilometers if deficiency or shortcoming noted						
(4b) Hours if deficiency or shortcoming noted.						
(4c) Left blank.						
(4d) Left blank.						
(5) Calendar date deficiency or shortcoming noted.						
(6) PMCS. If no deficiency or fault noted, date in column c.						
(7) Number and date of PMCS TM.						
(8a) Signature if deficiency or shortcoming noted.						
(8b) Left blank.						
(9a) Signature if corrective action taken.						
(9b) Left blank.						
(10) Left blank.						
Column a. PMCS item number.						
Column b. Status symbol.						
Column c. Deficiencies and shortcomings.						
Column d. Corrective action.						
Column e. Initials when corrected.						
<b>Overall Evaluation Results:</b>						
<b>SGL Name:</b>			<b>Comments:</b>			

**Note:** Use the Not Applicable (N/A) column for those items that do not apply.

**SOLUTION FOR  
PRACTICAL EXERCISE PE 1**

None

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**HANDOUTS FOR LESSON 1: T230 version 1**

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**This Appendix  
Contains**

This appendix contains the items listed in this table:

<b>Title/Synopsis</b>	<b>Pages</b>
SH-1, Advance Sheet, Supervise Preventive Maintenance Checks and Services (PMCS).	SH-1-1 and SH-1-2
SH-2, Extract from DA Pam 738-750.	SH-2-1 thru SH-2-30

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# Student Handout 1

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**This Handout  
Contains**

This handout contains the Advance Sheet

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# STUDENT HANDOUT 1

## ADVANCE SHEET T230

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**Introduction** This lesson presents information you need to know to maintain the essential warfighting edge through proper Preventive Maintenance Checks and Services (PMCS). The old adage “If it ain’t broke, don’t fix it” does not apply to maintenance. Only efficient, thorough PMCS procedures allow you to discover “It ain’t broke” before your life and the lives of your soldiers may depend on it working.

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**TLO** Terminal Learning Objective for this lesson is:

<b>Action:</b>	Supervise Preventive Maintenance Checks and Services (PMCS).
<b>Conditions:</b>	In a classroom, field, or motor park area given an item of equipment, the appropriate -10 TM, Student Handout 2, and a DA Form 2404 or DA Form 5988-E.
<b>Standards:</b>	Selected the correct reference and used correct PMCS table to make the required accurate entries on the DA Form 2404 or 5988-E. Identified the purposes of DA Forms 2408-14, 5988-E, and DD Form 314. Inspected an item of equipment IAW the appropriate -10 TM, Student Handout 2, and completed the practical exercise.

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**ELO A:** Complete DA Form 2404 or DA Form 5988-E.

**ELO B:** Identify additional maintenance forms requirements.

**ELO C:** Perform before operations PMCS.

---

### **Student Assignments**

Before class--

- Read Student Handout 2.
- 

### **Student Materials**

You must bring the following to class:

- Pencil/Pen and notepaper.
  - All materials received for this lesson.
  - Assigned item of equipment for PMCS (or as instructed by SGL).
  - Student Handout 2.
-

## STUDENT HANDOUT 2

Extract From DA Pam 738-750, The Army Maintenance Management System

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**This Handout  
Contains**

This student handout contains 29 pages of material extracted from DA Pam 738-750 downloaded from the Army Doctrine and Training Digital Library (ADTDL). These pages may not mirror the format of the paper-based regulation; however, the actual text does.

Chap 3

Para 3.1, 3.3, 3.4 thru 3.4D, 3.6 thru  
3.6B, 3.10 thru 3.10D

Chap 12

Para 12.0 thru 12.2 and 12.7

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### RECOVERABLE PUBLICATION

**YOU RECEIVED THIS DOCUMENT IN A DAMAGE FREE CONDITION. DAMAGE, IN ANY WAY, TO INCLUDE HIGHLIGHTING, PENCIL MARKS, OR MISSING PAGES MAY SUBJECT YOU TO PECUNIARY LIABILITY (STATEMENT OF CHARGES, CASH COLLECTION, ETC.) TO RECOVER PRINTING COSTS.**

### 3.1 General

a. The forms in this chapter help in scheduling, doing, recording, and managing maintenance on equipment.

b. The forms show the results of inspections, tests, and maintenance performed. They also show the results in diagnostic checks and form the bond between maintenance and supply actions.

c. This chapter provides procedures and examples of maintenance forms used by manual units as well as those units supported by the Standard Army Maintenance Systems (SAMS). Unique SAMS forms are addressed in chapter 13.

d. In addition to the forms within this chapter, maintenance forms for non-standard air traffic control (ATC) and navigational aid (NAVAID) equipment, when specified in the equipment's technical publications, will also be maintained. Maintain each designated form using guidance found within appropriate technical publication. Examples of non-standard equipment are, but not limited to--

- (1) Instrument Landing System (ILS) and all associated marker beacons.
- (2) Distance Measuring Equipment (DME) System.
- (3) Airport Surveillance Radar (ASR) System.
- (4) Automated Radar Terminal System (ARTS).
- (5) Air Traffic Control Beacon Interrogator (ATCBI) System.
- (6) Flight Data Input/Output (FDIO) System.
- (7) Digital Brite Radar Indicator Tower Equipment (D-BRITE) System.
- (8) Radar Video Mapper.
- (9) Programmable Indicator Data Processor (PIDP).

e. The flow of maintenance forms is shown on DA Poster 750-77 (TAMMS/Supply Crossroads). DA Poster 750-77 is automatically distributed to units who mark the DA poster block on DA Form 12-4-E (Subscription Numbers, Part 1 for Miscellaneous Administrative Publications and Posters).

### 3.3 DD Form 314 (Preventive Maintenance Schedule and Record)

a. The DD Form 314 is a record of scheduled and performed unit maintenance including lubrication services. It also keeps up with not mission capable (NMCM/NMCS) time, except for missile system/missile subsystem and FAA flight check data of ATC navigational aids. See figures

3-2 through 3-6.

b. DD Form 314 is used to--

(1) Schedule periodic services on equipment, to include components in a system or subsystem, when the technical manual requires a PMCS service to be performed by unit maintenance personnel. This form is also used to schedule the following services performed under the supervision of unit maintenance personnel:

(a) Schedule all non-operator services one service in advance.

(b) The next scheduled due date may fall in the following year. In that case, put the date, miles, and hours due in the Remarks block until a new DD Form 314 is started.

(c) You may mark out weekends and holidays. When these are marked out, schedule services on the next working day.

(d) Use the following symbols to show the type of service scheduled:

1. "T" any test.
2. "I" any inspection.
3. "L" lubrication.
4. "R" recoil exercise.
5. "W" weekly service.
6. "M" monthly (1 month) service.
7. "Q" quarterly (3 months) service.
8. "S" semiannual (6 months) service.
9. "A" annual (1 year) (12 months) service.
10. "E" 18 months service.
11. "B" biennial (2 years) service.
12. "F" quadrennial (4 years) service.
13. "H" tire rotation/inspection.
14. "Z" oil sampling.

(e) The symbol "L" will be used for all periodic lubes required by a lubrication order (LO). The interval block on an LO only tells when to schedule the lubes. It does not tell what services to schedule or symbol to use.

(f) You will get the miles, kilometers, or hours between services from the TM and/or LO.

(g) Other symbols or subsymbols may be used as long as they do not conflict with the symbols required by this pamphlet. Explain those symbols or subsymbols in the Remarks block of the DD Form 314 or in your SOP. For example, you might use S1, SB2, or Lm, L5, L6, L12, or others to show difficult services or manage the services pulled. You may also use subsymbols to explain a service and lube pulled at the same time.

(h) Schedule services in pencil. To schedule a service, put its symbol in pencil in the date due block with its miles, kilometers, or hours beside it as shown below. (Not all services will have miles or hour intervals.)

1. You may not always be able to pull a service when it is scheduled. So you are given a 10 percent variance before or after the schedule of days, miles, or hours. If you stay within the variance, the service is treated as if you did it on the day/miles/hours you scheduled it.

2. Some services may be too critical to have a variance. The equipment maintenance manual will tell you if no variance is allowed.

3. When you do the service within the variance, ink in the symbol with the equipment's miles, kilometers, or hours on the date it was scheduled. When a service outside the variance is completed, erase the scheduled symbol and data, and ink in the symbol with data on the actual day the service was completed. Schedule the next service from the new date.

(i) Lubrications vary the most when the LO requires a lube--

1. By hours, miles, or kilometers only. Put the miles, kilometers, or hours when the next lube is due in the Remarks block. Ink in the symbol "L" and the hours, miles, or kilometers on the equipment in the block for the day you did the lube.

2. On a date interval. Put the symbol "L" on the date block the lube is due. Enter the miles, kilometers, or hours (when they apply) next to the symbol. When the lube is done, ink in the "L" and the miles or hours.

(2) Show completed periodic services and lubes, by inking in the symbol or symbols and miles or hours. DD Forms 314 are tied to unit level services and their intervals. The number of DD Forms 314 you need varies, based on the equipment and how and where your maintenance is pulled. Normally, one DD Form 314 covers one piece of equipment. Several like items may be covered by one DD Form 314 if the services are scheduled and pulled on the same date. Examples of "like items" are small arms and M11 decons. When scheduling services on more than one item, put each item's serial number in the Remarks block. Like equipment or subsystems, reportable under AR 700-138, cannot be combined on one DD Form 314.

(3) Show NMC days on equipment reported under AR 700-138.

(a) NMC time is kept on equipment that is reported under AR 700-138, tables B-1 and B-2, as a single item or as a subsystem.

(b) Equipment reportable under AR 700-138, tables B-1 and B-2, need a record of not mission capable (NMCM/NMCS) time. Keep NMC days on that equipment on the reverse of the DD

Form 314 or on a separate DD Form 314 as follows:

1. NMC time is kept only when the equipment has a deficiency defined as not mission capable in the PMCS "not mission capable if" column.

2. Deficiencies that are not covered by the PMCS "not mission capable if" column or equivalent will carry a status symbol X or CIRCLED X, but NMC time will not be counted for those deficiencies. Those deficiencies will be carried on the DA Form 2404.

(c) Show unit NMCM days with the symbol "O". Put an "S" inside the "O" for unit NMCS. Post unit NMCM/NMCS days as they occur. Use the letter "X" for each day the equipment is NMCM at support. Put the letter "S" over an "X" on the days it was NMCS at support. If support does not give you a day-by-day breakout, put the total number of support NMCM/NMCS days in the Remarks block. Use the front side of the DD Form 314 to schedule services. Use the reverse side or another DD Form 314 to show NMCM/NMCS time.

(d) Support maintenance will tell you which or how many days were NMCM/NMCS on the DA Form 2407 or a printout. Post this time to the DD Form 314. NMC time on equipment still in support maintenance at the end of a report period will be provided to the owning unit by telephone or other local means.

(e) For NMC time, equipment that is NMC at the end of the day is counted NMC for the whole day. Equipment that is FMC at the end of the day is counted as FMC for the whole day. A day is the normal work day for your command. See AR 700-138, chapter 4, for missiles.

(f) When equipment is loaned to another unit or activity, a copy of the DD Form 314 will go with the equipment. The borrowing unit will tell the owning unit about any NMCM/NMCS time on the equipment. This information will be given to the owning unit at the end of the reporting period and when the equipment is returned.

(g) Show system NMC time. Post NMC time on a separate DD Form 314 for each subsystem specifically identified in AR 700-138, tables B-1 and B-2. You will keep another separate DD Form 314 on the overall system, which is the system card. The system DD Form 314 shows the NMCM/NMCS time on the combined system.

(4) Schedule oil samples. Scheduling oil samples on the DD Form 314 is optional when the lab gives you a printout that lists when the next sample is due. Schedule oil samples in pencil on the DD Form 314. When the sample is taken, erase the symbol and hours from the DD

Form 314 and schedule the next sample in pencil.

(5) Manage maintenance, services, or inspections locally as directed by the unit commander. This can include services performed by other echelons or units when the commander so directs. If a commander wants operator or crew services scheduled, put them in the Remarks block.

(6) Warranty information.

(7) Floating equipment.

(8) Document ATC required data as follows:

(a) Show PMCS technical reference. Within remarks section, exact PMCS technical reference will be shown, down to specific paragraph.

(b) Show PMCS time. Within remarks section, normal time required for each PMCS interval will be shown.

(c) Show flight check data. Within remarks section, show date of last flight check of navigational aid.

c. DD Form 314 is NOT USED for--

(1) Periodic services designated for the operator or crew.

(2) Showing oil samples taken.

(3) Training aids and devices (equipment used ONLY for training). Small arms/weapons must be classified as unusable per AR 190-11 before they can be considered training aids.

(4) Equipment provided with an ADP printout or automated forms that list DD Form 314 data.

(5) Record unit services on test, measurement, and diagnostic equipment (TMDE) when the services are performed by operators without supervision by unit maintenance personnel.

(6) Record NMC time for missile system/missile subsystem per AR 700-138, Chapter 4.

d. Use a signal system to show when a service is scheduled in the current month. A month can be from the first day to the last day of the month (e.g., 1 May through 31 May), or from a day in 1 month to the same day in the next month (e.g., 13 September to 13 October). At the start of each month, put your signals on the date blocks for the service. When the service is pulled, take the signal off the card or move it from the date block to one corner. Use the following signals:

(1) Green signal. A green signal indicates a lube (L) is needed.

(2) Yellow signal. A yellow signal indicates a T, I, R, W, M, Q, S, A, B, H, E, F, Z, or other service is due.

(3) Red signal. Put a red signal over the right corner of the card when equipment is NMC. For equipment reported as a system in AR 700-138,

table B-2, use the red signal only on the system card. Take the signal off the card when the equipment is fixed.

e. Low usage is as follows:

(1) Definition. Services for equipment that accumulates or is anticipated to accumulate less than a specific mileage/kilometers or hours in the previous or current year may have unit (-20) and direct support services (-34) extended. (See (3) below.)

(2) Use.

(a) To place equipment into the low usage servicing system, all service and lubrication tasks in the equipment's -20 and -34 TMs/ LOs (W,M,Q,S,A,E,B) must be performed. After equipment is placed in the program, all services and lubrications will be combined with the annual service. The date, miles/ kilometers, and hours when the equipment was placed into the low usage servicing system will be entered in the Remarks block of DD Form 314.

(b) Equipment that exceeds the specified criteria at any time during the year will immediately return to scheduled servicing at normal TM/LO intervals, to be scheduled from information that was entered in the Remarks block of DD Form 314.

(c) Servicing, evaluation, and exercising of recoil mechanisms and tubes will be done per applicable TBs and TMs.

(d) Communications and other subsystems mounted on "low usage" equipment will be serviced when the primary system is serviced.

(e) Low usage servicing will not be used for equipment under warranty and armament, equilibrating, fire control, equipment used within ATC, and sighting components of combat vehicles and missile systems.

(f) Operator/crew level (-10) maintenance intervals in TMs/ LOs will not be changed to low usage.

(g) AOAP will not be extended; see chapter 4.

(3) Criteria.

(a) Tactical vehicles, trailers assigned to prime movers, and trailers without prime movers accumulated or anticipated to accumulate less than 3000 miles/4800 kilometers in the current year.

(b) Combat vehicles (except armament, equilibrating systems, fire control, and sighting components), missile systems (except fire control and sighting components), material handling equipment, and construction equipment anticipated to accumulate less than 750 miles/1200 kilometers or 75 hours in the current year.

(c) Generators, pumps, air compressors, support equipment (ROWPU, bath units, etc.), watercraft, rail equipment, power driven NBC equipment, engine driven heaters, and air conditioners anticipated to accumulate less than 75 hours in the current year.

(d) Communication equipment in communication shelters anticipated to accumulate less than 75 hours of operation in the current year.

(e) Non-power driven NBC equipment anticipated to accumulate less than 75 hours of operation in the current year.

(f) Tentage/canvas items, immersion heaters, field ranges and space heaters/stoves, that are not used, will be erected or put up annually.

(g) Small arms and crew served weapons (machine guns, mortars, etc.) that are maintained in a humidity controlled room and not removed (for any reason) at any time during the year will be serviced annually.

(4) Inspection /exercise. All equipment, except that stated in (3)(f) above, will be inspected/exercised by operators semiannually. Inspection/exercise will include the following:

(a) Perform all Before (B) through Monthly (M) PMCS checks per the equipment operator's TM.

(b) Tactical (including trailers) and combat vehicles will be driven at least 5 miles to insure their performance is within parameters listed in the operator's TM. Vehicles equipped with radios will have Before (B) through Monthly (M) PMCS performed per the communication equipment operator's TM.

(c) Construction, engineer, and material handling equipment, wreckers, and combat vehicles will be operated sufficiently to ensure hydraulic systems reach operating temperature and equipment is mission capable.

(d) Generators, air compressors, support equipment, pumps, and power driven NBC equipment will be operated for 30 minutes under load or 1 hour no load.

(e) Small arms and crew served weapons will be inspected, without leaving humidity controlled room, for rust and corrosion. High humidity area inspections may be required more often.

(f) Visual inspections, to ensure lubricant is present on all lubrication points, will be performed by the operator/ crew.

(g) Visual inspections will be used to identify, report, or remove any new corrosion that may have formed.

(5) Low usage criteria provides guidance, and does not relieve commanders of their responsibility for adequate maintenance of their equipment.

f. Disposition of the DD Form 314 is as follows:

(1) The DD Form 314 is used for 1 year for equipment reported under AR 700-138. It can be used for 2 years on non-reportable equipment.

(2) Destroy a completed form after transferring needed information to a new form. Transfer the information from these blocks:

(a) Registration number.

(b) Administrative number.

(c) Nomenclature.

(d) Model.

(e) Assigned to.

(f) Remarks: NMCM/NMCS data for the current report; hour meter or odometer change information; symbols; and any other needed maintenance data.

(g) Schedule, in pencil, any services needed.

(3) The current DD Form 314 will go with the equipment when it is transferred. But, the losing unit will keep a record of NMCM/ NMCS time for the current report period up to the day the equipment was dropped from the property book. The gaining unit reports the equipment's NMC time after the item is added to their property book.

(4) Destroy the DD Form 314 when the equipment is sent to salvage. However, the losing unit will keep a record of NMCM/NMCS time for the current report period.

(5) System DD Form 314 transfers any NMCM/NMCS data for the current reporting period to a new form. Then, destroy the old DD Form 314.

### 3.4 DA Form 2404 (Equipment Inspection and Maintenance Worksheet)

Subtopics:

- [Purpose.](#)
- [Use.](#)
- [General instructions.](#)
- [Disposition.](#)

#### 3.4.A Purpose.

a. Purpose. DA Form 2404 has three major purposes. (See figs 3-7 through 3-13.) Operators and crews, first-line leaders, maintenance supervisors, and commanders are equally responsible for keeping information current and correct on the DA Form 2404. This form is the central record for managing and controlling maintenance as follows:

(1) It is a record of faults found during an inspection. These faults include PMCS, maintenance activity inspections, diagnostic

checks, and spot checks, except as noted in paragraph b(10) below:

- (2) It shows faults and repairs required for estimated cost of damaged reports.
- (3) It shows Battlefield Damage and Assessment and Repair (BDAR) performed.

### **3.4.B Use.**

b. Use. The DA Form 2404 will be used by personnel performing inspections, maintenance services, diagnostic checks, technical evaluations, marine condition surveys on watercraft, and PMCSs, except as noted in (10) below:

- (1) To inspect all components or subsystems that make up one equipment system. You may use one DA Form 2404 or separate forms for each subsystem.
- (2) To inspect several like items of equipment; e.g., one DA Form 2404 to inspect 25 M16A1 rifles.
- (3) As a temporary record of required and completed maintenance.
- (4) To list faults that operators or crews cannot fix and list parts replaced.
- (5) By unit maintenance during periodic services to list all faults found and action taken to fix faults. When used to inspect several like items, the DA Form 2404 will list all deficiencies, shortcomings, and corrective action taken.
- (6) On initial inspection by support maintenance to list all faults found. Attach the initial inspection to the DA Form 2407 that will be given to the person making the repairs. The DA Form 2404 will be used as the worksheet for correcting faults found and reporting any uncorrected unit level faults. Results of the maintenance action will be entered on the DA Form 2407.
- (7) On final inspection by support maintenance to list faults found. Attach the final inspection to DA Form 2407 that will be given to the person that performed the repairs. The repairer will correct all faults found during the final inspection.
- (8) To collect all maintenance and services performed on equipment that is involved in a DA approved SDC plan. In addition to the requirements in this pamphlet, the applicable FPG may identify additional data required as mandatory entries on the DA Form 2404.
- (9) To report battlefield damage repair and/or replacement actions by all personnel. AR 750-1 and the individual equipment battle damage technical manuals govern when and how battlefield damage repairs should be accomplished.

(10) Within ATC maintenance, FAA Form 6030-1 will be used for recording PMCS results in lieu of DA Form 2404.

### **3.4.C General instructions.**

c. General instructions.

- (1) The way you fill out some blocks and columns on the DA Form 2404 varies with the form use. Make sure you read the instructions that apply to your use of the form.
- (2) When you need more than one DA Form 2404 for an inspection or service, print the page number in the right side of the form's title block. (Put 1 of 2 on the first page and 2 of 2 on the second, etc.)
- (3) Parts on order or actions pending under anticipated not mission capable (ANMC) conditions may go on the DA Form 2408-14 with a diagonal status symbol.
- (4) Administrative motor pools, using ADP cards or other automated forms, do not need the DA Form 2404.

### **3.4.D Disposition.**

d. Disposition.

- (1) The DA Form 2404 will be kept in the equipment record folder or in a protected cover until it is completed if no faults have been found. If faults are found during an operator's or crew's PMCS, it will be given to the maintenance supervisor for action.
  - (a) Maintenance section leaders will review the DA Form 2404 prior to destruction to ensure all corrective actions have been completed.
  - (b) Transfer faults that must be fixed at support maintenance to the DA Form 2407 and attach DA Form 2404.
  - (c) Faults that cannot be fixed until a part comes in or that must be deferred go on the DA Form 2408-14.
  - (d) Status symbol X faults cannot go on the DA Form 2408-14. When there is a NMC deficiency on the DA Form 2404, keep until the deficiency has been repaired. This includes the DA Form 2404 on equipment sent to support maintenance. The form or a locally used signal will be kept in the equipment record folder to keep the equipment from being dispatched.
- (2) The DA Form 2404 used for scheduled services will be kept on file for quality control until the next service is performed. All uncorrected faults will be moved to DA Form 2408-14 or DA Form 2407 and the service will be recorded on the DD Form 314. Forms carrying a status symbol X will be kept until the fault is corrected.

(3) Keep the DA Form 2404 that shows a periodic service on equipment that does not have historical records or a DD Form 314. Destroy the form only when the next periodic service is done. Any open faults at that time will go on the new DA Form 2404 unless a separate DA Form 2408-14 is used. This situation normally applies to the form used for services on more than one item or when an operator level service is required and must be documented. If the form lists no faults from previous service, use the same form to show the results of the current service.

(4) DA Form 2404 used for technical inspections will stay with the item until all maintenance is performed or item is disposed of. A copy of the technical inspection will go with an item evacuated to support maintenance units or depots for repair or overhaul.

(5) When the form has been used to report BDAR action, mail the DA Form 2404 to Survivability/Vulnerability Information Analysis Center (SURVIAC), ATTN: AFFDL/FES/CDIC, Wright-Patterson AFB, OH 45433.

(6) DA Form 2404 used for estimated cost of damage (ECOD) is handled as follows:

(a) Two copies will be attached to copy 4 of the DA Form 2407 that requested the ECOD and returned to the requesting unit. One copy will be returned with the DA Form 2407 that requests repair of the damage.

(b) The third copy will be filed with copy 5 of DA Form 2407 at the maintenance support activity.

### **3.6 DA Form 2407 (Maintenance Request) and DA Form 2407-1 (Maintenance Request Continuation Sheet)**

Subtopics:

- [Purpose.](#)
- [Use.](#)
- [Organization work order number \(ORGWON\).](#)
- [General Instructions](#)
- [Disposition.](#)

#### **3.6.A Purpose.**

a. Purpose. The DA Forms 2407/2407-1 serve as a request for maintenance support and give information to all levels of maintenance management. (See figs 3-15 through 3-22.) The DA Forms 2407/2407-1 are the source of information for the Army's work order data base at USAMC Logistics Support Activity (LOGSA). This data base, called the Work Order Logistics

File (WOLF), provides statistical weapon analyses such as mean time to repair and repair parts usage at the DS/GS levels of maintenance for selected major weapon systems. Submit the maintenance request data to LOGSA through the Standard Army Maintenance System (SAMS) or the Maintenance Information Management System (MIMS).

#### **3.6.B Use.**

b. Use. Use the DA Forms 2407/2407-1 as a maintenance request as follows:

(1) At the unit level, they are used to--

(a) Request support maintenance, to include the following:

1. Repairs beyond the unit's authorized capability or capacity.

2. Application of MWOs. (See para 3-7.)

3. Fabrication or assembly of items.

(b) Report work on DA directed items under an approved sampling plan. AR 750-1 governs this program. The specific FPG identifies mandatory data elements for the forms.

(c) Initiate work requests that may become warranty claim actions.

(d) Show all support maintenance done on general purpose and passenger-carrying vehicles, combat and tactical equipment.

(e) Request an estimated cost of damage (ECOD) or technical inspection to determine the serviceability/repairability of an item prior to repair or turn-in for replacement.

(2) At support maintenance levels, they are used to--

(a) Record all work done and repair parts used, except common hardware and bulk material.

(b) Report all MWOs as they are applied as well as all previously applied MWOs.

(c) Send in warranty claim actions.

(d) Ask for repair of components, assemblies, and subassemblies in the reparable exchange program. You may use one form for as many items under an NSN as needed. For example, one DA Form 2407 might cover 10 rifles or 5 starters or 30 carburetors, etc.

(e) Ask for maintenance from another activity or supporting unit.

(f) Report work done on DA data sampling items under AR 750-1 and the specific FPG.

(g) Report battlefield repair actions. AR 750-1 and the individual equipment battlefield damage repair technical manuals govern how such repairs should be done.

(h) Serve as a dispatch record when road testing vehicle being repaired.

(i) Record support maintenance done under

contract.

(j) Track serial numbered items within SAMS (see table 13-1 for a list of SNT reportable items).

(3) At the depot level, they are used to--

(a) Report MWOs as they are applied as well as all previously applied MWOs.

(b) Send in warranty claim actions.

(c) Show "onsite" work done by depot personnel.

(d) Report "repair and return to user" work done.

(e) Report work done on DA data sampling items.

(f) Record depot maintenance done under contract.

### 3.10 DA Form 2408-14 (Uncorrected Fault Record)

Subtopics:

- [Purpose.](#)
- [Use.](#)
- [General Instructions](#)
- [Disposition.](#)

#### 3.10.A Purpose.

a. Purpose. The DA Form 2408-14 is a record of uncorrected faults and deferred maintenance actions on equipment. Deferred maintenance printout of deferred maintenance and uncorrected faults that includes all elements on the DA Form 2408-14.

#### 3.10.C General Instructions

c. General Instructions

(1) Maintenance status symbol HORIZONTAL DASH (-) and DIAGONAL SLASH (/) faults will be annotated on the DA Form 2408-14.

(2) When a deferred maintenance action exists on an item of equipment, the DA Form 2408-14 will be with the equipment when the equipment is undergoing maintenance, on dispatch, under operation, or undergoing a service or inspection.

(3) Separate forms are not required for items (except reportable subsystems) like rifles, protective masks, and M11 decons, when one DA Form 2404 has been used to inspect and record the status of those items. A single form may be used to show deferred faults on such items as long as each fault entry is preceded in column b by the item's administration or serial number.

(4) Operators or crews will check the form before each dispatch. Look for faults that may affect the mission and faults that are overdue to be fixed. For example, look at any dates in column c that have passed or actions that have

actions are authorized delays for repair or maintenance. (See fig 3-21.) Equipment with deferred maintenance does not meet the Army maintenance standard as addressed in AR 750-1, paragraph 3-1a.

#### 3.10.B Use.

b. Use.

(1) Serves as a record of uncorrected faults and deferred maintenance. That is, an authorized delay for maintenance actions.

(2) Deferred or delayed maintenance can affect operation of the equipment, mission performance, and safety. Therefore, the commander or the commander's designated representative will determine when a fault will be transcribed to DA Form 2408-14. Faults not requiring parts, or faults for which parts are on hand, will be corrected without delay per AR 750-1. Status symbol X faults will not be entered on DA Form 2408-14.

(3) The DA Form 2408-14 will be kept on any item or group of items that has an open deferred maintenance action. This form is not required when an automated system provides you with a list or

already been taken. Tell the maintenance supervisor about any you find.

(5) Maintenance supervisors and section leaders (platoon) will review the forms periodically (not less than every 2 weeks for Active Army and 1 month for NG/Reserve Components). Check on the status of parts on order. Look for any faults that have been fixed, but not closed out. Check for any faults overdue to be fixed.

(6) The form will be kept in the equipment record folder or in a protective cover when a deferred maintenance action or uncorrected fault exists on the item of equipment.

(7) Do not start a DA Form 2408-14 until there is an uncorrected equipment fault that cannot be corrected due to lack of repair parts or deferred action.

(8) A second copy of the DA Form 2408-14 may be kept wherever and whenever needed for maintenance supervisors or section leaders.

(9) Parts on order for or actions pending under ANMC conditions may go on the form with a DIAGONAL SLASH status symbol. Line out the entry if the ANMC condition changes to an NMC condition. The status symbol for the NMC condition then changes to an X and the entry can no longer stay on the form. Enter the NMC condition on the current DA Form 2404.

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**3.10.D Disposition.**

faults have been

*d.* Disposition. Destroy the DA Form 2408-14 after the form has been filled up and all the fixed or moved to a new DA Form 2408-14.

**DD FORM 314**  
1 DEC 64 PREVIOUS EDITIONS OF PREVENTIVE MAINTENANCE SCHEDULE AND RECORD THIS FORM MAY BE USED

REGISTRATION NUMBER	ADMINISTRATION NO.	NOMENCLATURE	MODEL	ASSIGNED TO
JAN		09700		
FEB		L 10700		
MAR	411700			
APR		L 12700		
MAY				
JUN	L 14700			113700
JUL		513700		
AUG				
SEP				
OCT				
NOV				
DEC				
<b>REMARKS</b> Next Service Annual - 21,700 9 Jan 94 Next Tire Rotation Due: 17,700 Antifreeze Data: -40 Alkalinity: Blue Date 9 Jan 93				
DATE RECEIVED		RECEIVED FROM		DISPOSITION
REGISTRATION NUMBER		ADMINISTRATION NO.		NOMENCLATURE
MODEL		ASSIGNED TO		
5C1263	A-60	TRK COO Subsystem HE 44024	M54A2	CoA HIECB

This portion is provided for convenience in typing the lower lines on BOTH SIDES.  
To be detached prior to placing in KARDEX or other visible-type file.

Figure 3-2. Sample of a completed DD Form 314 (Front side)

**DD FORM 314**  
1 DEC 64 PREVIOUS EDITIONS OF PREVENTIVE MAINTENANCE SCHEDULE AND RECORD THIS FORM MAY BE USED

REGISTRATION NUMBER	ADMINISTRATION NO.	NOMENCLATURE	MODEL	ASSIGNED TO
JAN		09700		
FEB		XXXXXXXXXXXXXXXXXXXX		
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
<b>REMARKS</b> (Blank)				
DATE RECEIVED		RECEIVED FROM		DISPOSITION
REGISTRATION NUMBER		ADMINISTRATION NO.		NOMENCLATURE
MODEL		ASSIGNED TO		
5C1263	A-60	TRK COO Subsystem HE 44024	M54A2	CoA HIECB

This portion is provided for convenience in typing the lower lines on BOTH SIDES.  
To be detached prior to placing in KARDEX or other visible-type file.

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Figure 3-3. Sample of a completed DD Form 314 (Reverse side)

DD FORM 314 PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
REGISTRATION NUMBER		ADMINISTRATION NO.										NOMENCLATURE										MODEL					ASSIGNED TO								
JAN																																			
FEB																																			
MAR																																			
APR																																			
MAY																																			
JUN																																			
JUL																																			
AUG																																			
SEP																																			
OCT																																			
NOV																																			
DEC																																			
REMARKS		1. 47982					6. 30128					11. 719351					16. 36215																		
		2. 47588					7. 30125					12. 719217					17. 37172																		
		3. 48820					8. 32562					13. 21215					18. 32612																		
		4. 52371					9. 32698					14. 81315					19. 64310																		
		5. 12348					10. 22168					15. 82510					20. 31528																		
DATE RECEIVED		RECEIVED FROM										DISPOSITION																							
REGISTRATION NUMBER		ADMINISTRATION NO.					NOMENCLATURE					MODEL					ASSIGNED TO																		
See Remarks		Dist. #1 - #2					Dist. #1 - #15					171911 A1					B Co 507 Sq.																		

This portion is provided for convenience in applying the lower lines to DD Form 314. To be detached prior to placing in HAZARD or other visible-type file. G.S. 314-101

Figure 3-4. Sample of a completed DD Form 314 Front Side (System)

DD FORM 314 PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
REGISTRATION NUMBER		ADMINISTRATION NO.										NOMENCLATURE										MODEL					ASSIGNED TO								
JAN																																			
FEB																																			
MAR																																			
APR																																			
MAY																																			
JUN																																			
JUL																																			
AUG																																			
SEP																																			
OCT																																			
NOV																																			
DEC																																			
REMARKS		1. 47982					6. 30128					11. 719351					16. 36215																		
		2. 47588					7. 30125					12. 719217					17. 37172																		
		3. 48820					8. 32562					13. 21215					18. 32612																		
		4. 52371					9. 32698					14. 81315					19. 64310																		
		5. 12348					10. 22168					15. 82510					20. 31528																		
DATE RECEIVED		RECEIVED FROM										DISPOSITION																							
REGISTRATION NUMBER		ADMINISTRATION NO.					NOMENCLATURE					MODEL					ASSIGNED TO																		
See Remarks		Dist. #1 - #2					Dist. #1 - #15					171911 A1					B Co 507 Sq.																		

Figure 3-5. Sample of a completed DD Form 314 Reverse Side (System)

**Figure 3-6. Sample of a completed DD Form 314 to record more than one serial number**

Legend. *Completion instructions by block title*  
Put the last two digits of the calendar year in the shaded box at the upper left or lower left of the card.

**Registration Number.** Leave blank.

**Administration No.** Leave blank or use as needed locally.

**Nomenclature.** a. Enter the noun abbreviation of the primary item of the system (for example, TRK CGO 1 1/4 T), and the word "System" under it. b. Put the ECC and LIN of the primary item in the system beside the word "System." AR 700-138 tells you what the primary item in the system is, its noun abbreviation, ECC, and LIN.

**Model.** Leave blank.

**Assigned To.** Enter the name of the unit or organization owning the equipment. Pencil entry if the item is authorized for Operational

Readiness Float (ORF).

**Remarks.** a. List each subsystem in the system. AR 700-138 tells you what the subsystems are. Put the serial number or other identifying number in pencil beside the subsystem. b. NMC time for all subsystems will be combined. c. A system DD 314 is needed only to combine NMC time on equipment reported as a system. Those items are listed in AR 700-138, Tables B-1 and B-2.

**Date Received.** Leave blank or use as needed locally.

**Received From.** Leave blank or use as needed locally.

**Disposition.** Leave blank or use as needed locally.

**Date Blocks.** Show day-by-day breakout of NMC time for system. Mark the days in the date block.





Legend: *Completion instructions for DA Form 2404 used for operator/ crew PMCSs*

Note: Administrative/bumper number will be placed in upper right hand corner or as prescribed by local SOP.

**(1) Organization.** Enter the name of the unit to which the equipment belongs.

**(2) Nomenclature and Model.** a. Enter the noun abbreviation and the model of the equipment. b. For watercraft, use the noun abbreviation and Hull Design Number.

**(3) Registration/Serial/NSN.** a. Enter the serial or registration number. Enter the NSN when no serial or registration number is available. b. For watercraft, enter the DA Hull Number.

**(4a) Miles.** a. When a deficiency or a shortcoming is found, enter the miles or kilometers on the equipment's odometer at the end of the day's dispatch or operation. b. Round to the nearest mile or kilometer. Put the letter "K" before the number if the reading is kilometers. c. Leave blank if the item does not have an odometer or if no faults are found.

**(4b) Hours.** a. When a deficiency or a shortcoming is found, enter the meter reading at the end of the day's dispatch or operation. b. Leave blank if hours do not apply to the equipment or if no faults are found.

**(4c) Rounds Fired.** Leave blank.

**(4d) Hot Starts.** Leave blank.

**(5) Date.** Enter the calendar date the deficiency or shortcoming was found.

**(6) Type Inspection.** Enter "PMCS". a. Use the same DA Form 2404 for more than 1 day. If you find no faults during the BEFORE OPERATION checks in the PMCS, put the date in column c. If no faults are found DURING or AFTER OPERATION, initial in column e. b. When no faults are found, this form can be used for more than 1 day even if form was used for concurrent PMCSs, i.e., W/M. Just place the first letter of the type of PMCS performed (W/M) in column d, by that day's date in column c after the PMCS was performed.

**(7) TM Number and TM Date.** a. Enter the number and date of the PMCS TM. When two TMs cover an item, put the second TM number and date in the second number and date block. b. When the manual has changes, print "W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

**(8a) Signature.** When a deficiency or shortcoming is found, the operator or supervisor

signs and enters rank. A signature in this block keeps the form from being used past current dispatch.

**(8b) Time.** Leave blank or use as needed locally.

**(9a) Signature.** Maintenance supervisor or the commander's designated representative will sign when corrective action is taken.

**(9b) Time.** Leave blank or use as needed locally. For a missile system and missile subsystems reported under AR 700-138, (chapter 4), enter the time when item was found to be NMC.

**(10) Man-Hours Required.** Leave blank or use as needed locally.

**Column a. TM Item No.** a. Put the PMCS item number that applies to the fault listed in column c. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if the fault is listed in the "Equipment is not ready/available if" column or "Not Mission Capable if" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes the equipment NMC. b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385-55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for the DA Form 2406 (Materiel Condition Status Report) unless they are in the PMCS "not ready" column or the "not mission capable" column. But, you will list them if you find a problem with one of them. c. For those faults not covered by the PMCS, leave this column blank.

**Column b. Status.** Enter the status symbol that applies to the fault or deficiency.

**Column c. Deficiencies and Shortcomings.** a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults that have been repaired on the DA Form 2404. Continue the PMCS to make sure no other faults exist. b. Briefly describe the fault. Skip one or two lines between faults. This will give maintenance room to note actions they take. c. When more than one TM covers the equipment, draw a line under the last entry for one TM. Under the line, write the TM number of the manual you will use next. After you finish the PMCS and list all faults you cannot fix, give the form to the maintenance supervisor. d. When using one DA Form 2404 for more than one item of equipment, enter the serial or administration number for the item with the fault. Write the fault

on the line below the serial number e. When you list faults not covered by the PMCS, add the pub that covers them; for example, SOP or AR

385-55.  
.

**Column d. Corrective Action.** Explain corrective actions taken.

**Column e. Initial When Corrected.** The mechanic initials any faults that have been fixed. The initials will go on the last line for the entry in column d. The maintenance supervisor will review the faults corrected and those still not fixed to decide what other action is needed. For quality control, the inspector or a designated representative will check all corrected status symbol X faults. The inspector will then initial the status symbol.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET				
1. ORGANIZATION B Co 214 <sup>th</sup> Avn		3. WORKLOAD AND NOTES B-18		
2. AIRCRAFT/ENGINE/ALIAS 345678	4. LOCATION 192101	5. HOUR 1700	6. POSITION 1700	7. DATE 5 Jan 92
APPLICABLE REFERENCE				
TM NUMBER TM 9-2326-227-14	TM DATE Jul 84	TM NUMBER	TM DATE	
COLUMN a - Enter TM Item number		COLUMN d - Show corrective action for deficiency or discrepancy listed in Column a.		
COLUMN b - Enter the applicable condition status symbol.		COLUMN e - Individual maintaining unit/pwr/sv corrective action listed in this column.		
STATUS SYMBOLS				
<p>"X" - Indicates a deficiency in the equipment that prevents it from being operable.</p> <p>CONFLICT "X" - Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.</p> <p>HORIZONTAL DASH "-" - Indicates that a required inspection, component replacement, maintenance operation, check, or test flight is due but has not been accomplished, or an overdue MWI has not been accomplished.</p>		<p>DIAGONAL "/" - Indicates a deferred defect other than a deficiency which must be corrected in its own efficiency or to make the item completely serviceable.</p> <p>LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL - Indicates that a completely satisfactory condition exists.</p> <p>FOR AIRCRAFT - Status symbols will be recorded in red.</p>		
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.				
8. SIGNATURE (Name of person inspecting)	9. TIME	10. SIGNATURE (Name of person approving)	11. TIME	12. COMMENTS REQUIRED
SPC Mark Howard		Robert W. Potter 1st		
TM ITEM NO.	STATUS	DEFICIENCIES AND DISCREPANCIES	CORRECTIVE ACTION	INITIAL WHEN CORRECTED
		4 Jan 92		
5a	X	transfer will not shift to low	cleared for limited operation to transfer vehicle to support maintenance on 5 Jan 92	RWP
5a	X	transfer will not shift to low.		

Figure 3-9. Sample of a completed DA Form 2404 used for changing an "X" condition

Legend: *Completion instructions for DA Form 2404 used for changing an "X" condition*

Note: Administrative/bumper number will be placed in upper right hand corner or as prescribed by local SOP.

**(1) Organization.** Enter the name of the unit to which the equipment belongs.

**(2) Nomenclature and Model.** a. Enter the noun abbreviation and the model of the equipment. b. For watercraft, use the noun abbreviation and Hull Design Number.

**(3) Registration/Serial/NSN.** a. Enter the serial or registration number. Enter the NSN when no serial or registration number is available. b. For watercraft, enter the DA Hull Number.

**(4a) Miles.** a. When a deficiency or a shortcoming is found, enter the miles or kilometers on the equipment's odometer at the end of the day's dispatch or operation. b. Round to the nearest mile or kilometer. Put the letter "K" if the reading is kilometers. c. Leave blank if the item does not have an odometer or if no faults are found.

**(4b) Hours.** a. When a deficiency or a shortcoming is found, enter the meter reading at the end of the day's dispatch or operation. b. Leave blank if hours do not apply to the equipment or if no faults are found.

**(4c) Rounds Fired.** Leave blank.

**(4d) Hot Starts.** Leave blank.

**(5) Date.** Enter the calendar date the deficiency or shortcoming was found.

**(6) Type Inspection.** Enter "PMCS". a. Use the same DA Form 2404 for more than 1 day. If you find no faults during the BEFORE OPERATION checks in the PMCS, put the date in column c. If no faults are found DURING or AFTER OPERATION, initial in column e. b. When no faults are found, this form can be used for more than 1 day even if the form was used for concurrent PMCSs, i.e., W/M. Just place the first letter of the type of PMCS performed (W/M) in column d, by that day's date in column c.

**(7) TM Number and TM Date.** a. Enter the number and date of the PMCS TM. When two TMs cover an item, put the second TM number and date in the second number and date block. b. When the manual has changes, print "W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

**(8a) Signature.** When a deficiency or shortcoming is found, the operator or supervisor signs and enters rank. A signature in this block keeps the form from being used past the current dispatch.

**(8b) Time.** Leave blank or use as needed locally.

**(9a) Signature.** The commander or the commander's designated representative will sign name and rank when making a status symbol change or changing from an X to a CIRCLED X status symbol for one time operation.

**(9b) Time.** Leave blank or use as needed locally. For missile system and missile subsystems reported under AR 700-138, (chapter 4), enter the time when item was found to be NMC.

**(10) Man-Hours Required.** Leave blank or use as needed locally.

**Column a. TM Item Number.** a. Put the TM item number that applies to the fault listed in column c. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if the fault is listed in the "Equipment not ready/available if" column or "Not Mission Capable if" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes the equipment NMC. b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385-55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for the Materiel Condition Status Report (MCSR) unless they are in the PMCS "not ready" column or the "not mission capable" column. But, you will list them if you find a problem with one of them. c. For those faults not covered by the PMCS, leave this column blank.

**Column b. Status.** Repair of status symbol X faults cannot be postponed or delayed, but they may be changed to a CIRCLED X status symbol for limited operation. The commander or the commander's designated representative may change an X status symbol fault to a CIRCLED X status symbol. Changing of status symbols should only be done when the equipment is crucial to the mission. No X status symbol faults will be changed to a CIRCLED X if it endangers the operator/crew or causes further damage to the equipment. CIRCLED X conditions will be for one time operation or mission. (Common sense must be used.)

**Column c. Deficiencies and Shortcomings.** a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults that have been repaired on the DA Form 2404. Continue the PMCS to make sure no other faults exist. b. Briefly describe the fault. Skip one or two lines between faults. This will give

maintenance room to note actions taken. c. When more than one TM covers the equipment, draw a line under the last entry for one TM. Under the line, write the TM number of the **Column d. Corrective Action.** a. Print "Cleared for limited operations," and the specific limits under which the equipment can be operated. For example, limits may involve speed, type of mission, distance, weather, or time. The change may affect a subsystem of a system listed in AR 700-138. If so, make sure the limits include the part of the mission the system can no longer do. b. Deficiencies changed to a CIRCLED X will return to an X status symbol at the end of the day or mission. c. Equipment cleared for limited operations will still be carried as NMC for the DA

manual you will use next. After you finish the PMCS and list all faults you cannot fix, give the form to the maintenance supervisor.

Form 2406, DA Form 3266-2R, and the DD Form 314. d. When a deficiency is corrected immediately or changed to a CIRCLED X, entries in blocks 4 and 5 will be made at the end of the dispatch or operation.

**Column e. Initial When Corrected.** a. The commander or the commander's designated representative initials for limited operation entries. b. The person taking the action or transferring the document/NSN initials other entries. c. The initials will go on the last line of the entry.

1. NOMENCLATURE		2. MODEL	3. SERIAL NUMBER		
STATUS SYMBOL	FAULT	REASON FOR DELAY	DATE	ENTRY APPROVED (Signature)	DATE (To DA Form 2406)
			(From DA Form 2404)		
	TRUCK, GPO, 2 <sup>nd</sup>	M35A2 W/O	13215		
X	CLUTCH PEDAL PAD MISSING	2158-0018 2320-00-510-2115	8 Jun 92	[Signature]	10/1/92
X	SHEAR PIN BROKEN	2158-0018 2320-00-216-1248	10 Jun 92	[Signature]	
X	FRONT TOW SHACKLES MISSING	2158-0018 2320-00-216-1248	10 Jun 92	[Signature]	
X	RIGHT FRONT FENDER CRACKED	2158-0018 E SERVICE 16 Jun 92	16 Jun 92	[Signature]	

Figure 3-23. Sample of a completed DA Form 2408-14

Legend: Completion instructions for DA Form 2408-14, Uncorrected Fault Record  
**(1) Nomenclature.** Enter the noun of the item.  
**(2) Model.** Enter the model number.  
**(3) Serial Number.** a. Enter the serial or registration number. b. For watercraft, enter the DA Hull number.

**(a) Status Symbol.** Enter the status symbol that applies to the fault. Status symbol X faults will not go on this form.  
**(b) Fault.** Enter the fault. Entries will be transcribed from column c, DA Form 2404.  
**(c) Reason for Delay.** a. Give the reason for delay. b. If the reason is a part on order, print

the document number and NSN or part number for each. For parts on order from QSS, print QSS and the Julian date you were told the part was not on hand. For items on order from the Self-Service Supply Center (SSSC), print SSSC and the Julian date you were told the item was not on hand. c. If the part is cancelled later, print "cancelled" and the Julian date the part was cancelled. Then line through the entry from columns a through f. If you still need the part, reorder it. Put the fault, NSN or part number, and new document

number on the next open line. d. If the delay is until the next scheduled service, print "Schedule for next PM service." State which service and the date of miles/hours when it is due. e. If the delay is for a shop backup, put the work or job request number in column c. Support work or job (d) **Date**. Enter the calendar date the entry was transcribed to DA Form 2408-14.

(e) **Entry Approved (Signature)**. The commander or the commander's designated representative will sign in this block when the entry is made. Enter first name and last name.

(f) **Date**. Enter the calendar date the fault was actually corrected or transcribed to DA Form 2407. The individual correcting the fault will enter his or her last name initial over the status symbol in column a.

## 12.0 Unit Level Logistics System (ULLS) User Procedures

Subtopics:

- [General ULLS Information](#)
- [Operational processes](#)
- [Equipment data update](#)
- [Equipment data reports](#)
- [Maintenance support functions](#)
- [Equipment dispatch](#)
- [Equipment record folder](#)
- [DA Form 5823](#)
- [Motor equipment dispatch](#)
- [DA Form 2401](#)
- [DA Form 2405](#)
- [Maintenance request form \(automated\)](#)
- [DA Form 5409 \(inoperative Equipment Report \(IER\)\) and DA Form 5410 \(Unit Level Deadlining Parts Report \(ULDPR\)\)](#)
- [Nonaeronautical Equipment, Army Oil Analysis Program \(AOAP\)](#)
- [Historical records contained In ULLS](#)
- [Manager Reports](#)
- [The Army Materiel Status System \(AMSS\)](#)

request numbers are entered only when the request has been deferred by support. f. identification of a leak by itself is not a fault or action that can be entered on the DA Form 2408-14. But, delays required to correct a Class I or Class II leak may be entered. Each entry will have a calendar date when the leak will be repaired or re-evaluated. Under observation does not correct a leak and will not be entered on the DA Form 2408-14 as a reason for delay. Class I and II leak entries go on the DA Form 2408-14 only when they require a repair or definitive action. Class III leaks are deficiencies. Repair of Class III leaks will not be deferred. g. Do not list faults that are on a support DA Form 2407 for repair, except support work order requests that do not render the equipment NMC (i.e., Communication shelters).

### 12.1 General ULLS Information

a. ULLS is the Army's Unit Level Logistics System. ULLS collects maintenance and supply data and provides management information at the unit level.

b. ULLS automates/replaces portions of TAMMS. The following DA/DD Forms have been automated and the ULLS generated printouts (shown with a -E) are authorized replacements: (1) DA Form 5823 (Equipment Identification Card). DA Form 5823 is not required if you are operating with ULLS; this information is on the dispatch printout.

(2) DD Form 1970 (Motor Equipment Utilization Record) (DA Form 5987-E, Motor Equipment Utilization Record (Automated)).

(3) DA Form 2401 (Organizational Control Record for Equipment) (DA Form 5982-E, Dispatch Control Log (Automated)).

(4) DD Form 314 (Preventive Maintenance Schedule and Record) (Front side Only) (DA Form 5986-E, Preventive Maintenance Schedule and Record (Automated)).

*Note*. The DA Form 2406 (Materiel Condition Status Report) and backside of the DD Form 314 will be automated upon the completion of the Army Materiel Status System (AMSS) module, which is scheduled to be included in Software Change Proposal (SCP) 05.

(5) DA Form 2404 (Equipment Inspection and Maintenance Worksheet) (DA Form 5988-E, Equipment Inspection/Maintenance Worksheet (Automated)).

(6) DA Form 2405 (Maintenance Request Register) (DA Form 5989-E, Maintenance Request Register (Automated)).

(7) DA Form 2407 (Maintenance Request) (DA Form 5990-E, Maintenance Request (Automated)).

(8) DA Form 2408-14 (Uncorrected Fault Record). This form was eliminated by including all its information on the DA Form 5988-E (Equipment Inspection and Maintenance Worksheet).

(9) DD Form 2026 (Oil Analysis Request) (DA Form 5991-E, Oil Analysis Request (Automated)).

(10) DA Form 2408-9 (Equipment Control Record) (Usage only) (DA FORM 5992-E, Equipment Usage Request (Automated)).

**Note.** Transfers, Gains & Losses are done at the property book level.

(11) DA Form 348 (Equipment Operator Qualification Record) (DA Form 5983, Equipment Operator Qualification Record (Automated) and 5983-1-E, Operator's Qualification Record (Automated)).

(12) Optional Form 346 (U.S. Government Motor Vehicle Operator's Identification Card) (DA Form 5984-E, Operator's Permit Record (Automated)).

(13) SF Form 46 (Operator's Identification Card) (DA Form 5984-E)

c. The forms and records produced and recorded in ULLS will be maintained by all units, organizations, and activities who operate self-powered vehicles, towed vehicles, and stationary equipment. The local commander may also require weapons and non serial numbered items to be maintained on this system.

d. Units operating under ULLS will use printouts or automated reports in place of the manual forms prescribed in other chapters. However, units that are not automated will maintain manual forms as required by chapters 2, 3, 4, 5, 9, 11, and appendix E.

**Note.** The automated processes in ULLS supersede all manual procedures. In cases that there is a conflict on form disposition between DA Pam 738-750 and the user manual, DA Pam 738-750 will take precedence.

e. There are four separate categories of maintenance processes within ULLS. This chapter contains information for--

- (1) Operational processes.
- (2) Equipment data update.
- (3) Equipment data reports.
- (4) Maintenance support.

## 12.2 Operational processes

Operational records and system generated reports provide the information needed to plan, manage, and control equipment. The operational processes menu contains the following functions:

a. *Equipment dispatch and return.* This process provides for the regular dispatch or alert dispatch of equipment and return as shown below:

(1) Equipment dispatch. Allows the user to dispatch equipment with option to produce the Equipment Maintenance and Inspection Worksheet. This replaces the requirement for a DD Form 1970 and DA Form 2404 (see fig 12-1).

(2) Alert dispatch. Provides dispatches, by DODAAC, for all equipment listed in the equipment data file as alert dispatchable (see Fig 12-2).

(3) Equipment dispatch - returning. This process is used when returning equipment from regular dispatch. It updates the end item, component usage, operator record, fuel usage, and dispatch control files.

b. *DA Form 5988-E (Automated).* This process allows user to print an Equipment Maintenance and Inspection Worksheet for each piece of equipment by DODAAC, admin number, or by FSC to facilitate PMCS and other scheduled inspections. The FSC option allows the user to select an item on file by FSC, e.g., to select only generators, enter "6115". The system will check the document control register (DCR) and maintenance fault file and print all faults and parts that have been ordered. (See figs 12-3 through 12-5.)

c. The DA Form 5988-E (Automated) (figs 12-3 through 12-5) is used at organization level to--

(1) Record faults found during an inspection. These faults include PMCS, maintenance activity inspections, diagnostic checks, and spot checks.

(2) Record marine conditions surveys of watercraft.

(3) Record the results of technical inspections on equipment. When needed, this form will show condition codes listed in AR 725-50, AR 750-1, TB, or other publications requiring the technical inspection.

(4) Collect all maintenance and services performed on vehicles that are involved in a DA approved Sample Data Collection (SDC) Plan. In addition to the requirements in this pamphlet, the applicable Field Planning Guide (FPG) will

identify additional data required as mandatory entries on the PCN AWACF184 (DA Form 5988-E (Automated)).

(5) Report Battle Damage Assessment and Repair (BDAR).

d. Operators, crews, and unit maintenance personnel use the AWACF184 (DA Form 5988-E) to list faults they cannot fix and faults corrected by replacing parts.

e. Operators and crews, first-line leaders, maintenance supervisors, and commanders are equally responsible for updating ULLS with current information recorded on the form.

f. Disposition is as follows:

(1) The AWACF184, DA Form 5988-E

(4) The DA Form 5988-E (Automated) used for technical inspections will stay with the item until all maintenance is performed or the item is destroyed.

(5) Input the most serious fault that must be fixed at support maintenance to the DA Form 5990-E (Automated) and attach the worksheet to DA Form 5990-E (Automated).

(6) Faults that cannot be fixed or must be deferred will be annotated on the worksheet and updated through the maintenance fault update process.

(7) When there is an NMC deficiency on the worksheet, keep the worksheet until the deficiency has been input through maintenance fault update process or repaired. This includes the worksheet on equipment sent to support maintenance.

(8) When the DA Form 5988-E (Automated) is used to report BDAR action, mail it to Survivability/Vulnerability Information Analysis Center (SURVIAC), ATTN: AFDL/FES/CDIC, Wright Patterson AFB, OH 45333.

g. Maintenance faults provides the capability to identify maintenance faults related to a specific piece of equipment to add, change, or delete these faults as required. Faults added will be written to the appropriate maintenance files, and appear on the equipment maintenance/inspection worksheets.

h. Parts instilled enables the user to install parts that have been received either by admin number or document number. Additionally, it updates the DCR.

i. Services performed enables the user to enter data on services and tests performed on the equipment. The process will update service due file, the EDF, and component data file. When services are performed, the system will automatically schedule the next service due. However, the user must calculate and enter the

(Automated), used for operator PMCS on an equipment will be kept in the equipment record folder or in a protective cover until it is no longer needed; for example, upon updating the ULLS system and generating a new listing.

(2) The AWACF184, DA Form 5988-E (Automated), listing faults found during an operator's or crew's PMCS, goes to the maintenance supervisor for action. Maintenance section leaders review the form prior to destruction to ensure all actions have been taken or recorded within ULLS.

(3) The DA Form 5988-E (Automated) used for scheduled services will be kept on file for quality control until next service is performed. next special service, lube, and AOAP due date. These service types and dates are written to the dispatch printouts and listed under service due data.

j. Add/delete operator provides the user a means of adding and deleting operator records. When an operator qualification record is created, the system will utilize the data entries to dispatch vehicles to qualified operators as shown below. The system automatically calculates the operator's miles upon return of a dispatch, and maintains the operator's qualifications, restrictions, accidents, awards, and training until the record is deleted.

(1) Add operator's qualifications. This process will produce an Equipment Operator Qualification Record (fig 12-6). This process replaces the manual DA Form 348.

*Note.* The user cannot change driver license number. If an error is made, the user must delete the record and reenter it.

(2) Delete Operator. This process must be used if an invalid license number was input and requires changes, or if an operator transfers from the unit.

k. Modify operator record provides the means of updating an operator's record once the record has been added to the system.

## 12.7 Equipment record folder

a. The equipment record folder (NSN 7510-01-065-0166) holds the forms needed to record equipment use, operation, and condition while on dispatch.

b. The folder is used as follows each time an item of equipment is dispatched:

(1) The folder will carry only the printouts and records needed during a dispatch.

(2) A DA Form 2408-4 will go in the folder only when the weapon is to be fired, serviced, or

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repaired.

(3) Place all the appropriate printouts and forms, except the DD Form 314 and DA Form 2408-9, in the folder when the equipment goes to support maintenance.

c. When equipment is turned in or transferred, the folder will accompany the equipment. The folder will contain the Acceptance DA Form 2408-9 and printouts/diskette generated from ULLS.

*Note.* Be sure to coordinate these actions with your support property officer before actual transfer or turn in.

**U.S. ARMY**  
**EQUIPMENT RECORD FOLDER**

DEPARTMENT OF THE ARMY  
UNITED STATES OF AMERICA

1 BUMPER NO. H-16	7 MODEL M151A2
2 NOUN TRK 1/4 TON	8 NSN 2320-00-177-9258
3 SERIAL NO. A241827	9 AOAP SAMPLE
4 NEXT SERVICE AT 29,700 MILES / 14 DEC	10 NEXT LUBE AT 27,018 MILES / 27 SEP
5 OPERATOR LOWMAN PFC	11 DUPLEX SCR BISHOP CW2

DA FORM 5823, SEP 83      EQUIPMENT IDENTIFICATION CARD  
FOR USE IN THE ARMY AND THE MARINE CORPS  
THE PREVIOUS EDITIONS ARE OBSOLETE

THIS RECORD IS A DEPARTMENT OF ARMY CONTROLLED ITEM AND MUST BE SAFEGUARDED AGAINST LOSS AND DAMAGE. IN THE EVENT OF LOSS SEE DA PAM 738-750

PROPERTY OF THE U.S. GOVERNMENT

**Figure 2-1. Sample of a completed Equipment Record Folder with Equipment Identification Card**

Legend: Completion instructions for DA Form 5823D Completion instructions for DA Form 5823

The following information will go on each DA Form 5823:

**Bumper No.** Enter the equipment bumper number. If the equipment does not have an assigned bumper number, enter the equipment's administration number.

**Model.** Enter the model number.

**Noun.** Enter the noun or noun abbreviation. **National Stock Number (NSN).** List the end item NSN.

**Serial No.** List the serial number for the equipment. For equipment managed by

registration number, put the item's registration number on the card.

**AOAP Sample.** Enter the date and hours the next AOAP sample is due. Get this information from the equipment's DD Form 314 or AOAP lab printout. When making this entry, only use pencil. The entry is only needed for equipment under AOAP.

**Next Service At.** Enter the date and/or miles, kilometers, or hours when the next scheduled service is due on the equipment. Get this information from the DD Form 314. Pencil entry.

**Next Lube At.** Put the date and/or miles, kilometers, or hours when the next scheduled lubrication service is due on the equipment.

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Pencil entry. Get this information from the DD Form 314.

**Operator.** The operator's last name and rank go here. Pencil entry. Leave blank if more than one operator is assigned to the equipment.

**Supervisor.** Put the last name and rank of the operator's leader or supervisor here. Pencil entry. \_\_\_\_\_

Notes: 1. The operator's and supervisor's or leader's names are used for two purposes. If the folder is lost or misplaced, the finder will have

names to track down. Most important, those names show who is responsible for the equipment, the forms in the folder, and the information on the equipment's condition. 2. The back of the card may be used for locally required information. For example, if your command asks for a monthly mileage report, put your start and end dates and miles on the card in pencil. You will get the miles travelled from the DD Form 1970.



Legend: *Completion instructions for ULLS generated Equipment Maintenance and Inspection Worksheet, DA Form 5988-E (Automated) (used for maintenance services and inspections)*

**Equipment Data Section:** a. Admin number, Equipment Model, Equipment Noun, Equipment National Stock Number (NSN), Equipment Serial Number, Registration Number, Type Inspection, and the Publication Numbers (with changes) will be retrieved from the equipment data file. No entries from the operator/supervisor are needed in these areas. b. The person performing the service or inspection will review the data fields prior to ensure information listed on the worksheet is correct. If any fields are incorrect, pencil in the correct data and give to the ULLS operator. The OLLS operator will update data fields using the ULLS Menu process. For more information about these data fields, refer to the ULLS End User Manual ADSM-25-L3N-AWA-ZTH-EUM.

**Type Inspection.** The person performing the service or inspection will request a worksheet with the type of inspection or service to be performed. See ULLS End User Manual or Chapter 3 of this pamphlet for explanation of these symbols.

Note: A continuation sheet may be needed to perform the inspection or service. The ULLS has this option available.

**Signature.** The person performing service/inspection signs and enters rank after inspection is completed.

**Time.** Leave blank or use as needed locally.

**Signature.** The maintenance supervisor or designated representative signs name and enters rank after service/inspection is completed and parts have been ordered.

**Time.** Leave blank or use as needed locally. For missile system/subsystem reported under AR 700-138, enter the time when you find a deficiency.

**Part Requested Section:** The system will check the document control register (DCR) and print any parts that have been ordered against the admin number on the worksheet. Maintenance personnel and supervisors will review this section and take appropriate action as required. For more information about this section, see the ULLS End User Manual ADSM-25-L3N-AWA-ZTH-EUM.

**Fault.** Shows the fault number for which the part is requested.

**Doc Number.** The document number under

which the required part has been ordered.

**NIIN.** National Item Identification Number.

**QTY Due.** Due-in quantity for the part on order.

**QTY Rec.** The quantity received.

**Status Date.** Shows date of status code.

**Date Comp.** The date the transaction was completed.

**PRI.** The priority for item ordered.

**DLC.** Deadline code. "D" if deadline; "N" if not deadline.

**Maintenance Faults Section:**

**Item Num.** a. Put the PMCS item number that applies to the fault listed in this column. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the PMCS number if the fault is listed in the "Equipment is not ready/available if" column or "Not Mission Capable if" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page or paragraph number of any fault that makes equipment NMC. b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385-55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for Materiel Condition Status Report (MCSR) reporting unless they are in the PMCS "not ready" column or the not mission capable column. But, you will list them if you find a problem with one of them.

**Fault Date.** Enter the date the service is performed or the date the equipment went non mission capable (NMC).

**Fault Status.** Enter the status symbol that applies to the fault or deficiency.

**Fault Description.** a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults that have been repaired or already listed on the worksheet. Continue the PMCS to make sure no other faults exist. b. Briefly describe the fault. Skip one or two lines between faults. This will give maintenance room to note actions they take. c. When more than one TM covers the equipment, draw a line under the TM. Under the line, write the TM number of the manual you will use next. After you finish the PMCS and list all faults you cannot fix, give the form to the maintenance supervisor.

**Corrective Action.** a. Explain corrective actions taken. b. If parts are needed, the mechanic will enter the NSN or part number in this column. c. Faults that need support maintenance will go on a ULLS, generated maintenance request. Print (SPT-MAINT) in this column. d. The

commanders designated representative will decide what maintenance can be delayed. Faults that do not affect the operation of the equipment and the operators safety can be deferred because (1) Support is backed up and cannot get to the equipment right away. (2) The needed repair part is not on hand. (3) Other reasons at the commanders discretion. e. Those faults that the commanders designated representative decides to defer will be printed in this column.

**Initials.** a. The mechanic initials any dash or diagonal status symbols that are fixed. For status symbol "X", the mechanics initials will go on the last line for entry. The inspector or a designated rep will check all corrected status symbol "X" faults. The inspector will then initial the status symbol. The person who did the work initials in the initial column. b. For quality control, the worksheet will be maintained on file until the next service is completed.



**Legend:**

*Completion instructions for ULLS generated Equipment Maintenance and Inspection Worksheet, DA Form 5988-E (Automated) (used for operator/crew PMCS and changing an "X" condition).*

**Signature.** When a deficiency or shortcoming is found, the operator or supervisor signs and enters rank. A signature in this block keeps the form from being used past current dispatch.

**Time.** Leave blank or use as needed locally.

**Signature (For figure 12-3).** Operators supervisor will sign and enter rank when a fault is found on the PMCS.

**Time.** Leave blank or use as needed locally.

**Signature (For figure 12-4).** The commander or the commanders designated representative will sign name and enter rank when making a status symbol change or changing from an X to a circled X status symbol for one time operation.

**Date Comp.** The date that all parts were received for document number listed or transaction closed.

**Maintenance Faults Section:**

**Item Num.** a. Write the PMCS item number that applies to the fault listed in this column. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if fault is listed in the "Equipment is not ready/available if" column or "Not Mission Capable if" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes equipment NMC. b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385-55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NIVIC for Materiel Condition Status Report reporting unless they are in the PMCS "not ready" column or the not mission capable column. But, you will list them if you find a problem with one of them. c. For those faults not covered by the PMCS, leave this column blank.

**Fault Date.** Enter the calendar date the deficiency or shortcoming was found.

**Fault Status (Figure 12-3).** Enter the status symbol that applies to the fault or deficiency.

**Fault Status (Figure 12-4).** Repair of status symbol X faults cannot be postponed or delayed, but they may be changed to circle X status symbol for limited operation. The commander or the commanders designated representative may change an X status symbol fault to a circle X status symbol. Changing of status symbols should only be done when the equipment is crucial to the mission. No X status symbol faults will be changed to a circle X if it endangers the operator/crew or may cause further damage to the equipment. Circle X conditions will be for one time operation or mission (common sense must be used).

**Corrective Action (Figure 12-3).** Explain corrective actions taken.

**Corrective Action (Figure 12-4).** a. Print "Cleared for Limited Operations." Provide the specific limits under which equipment can be operated. For example, limits may involve speed, type of mission, distance, weather, or time. The change may affect a subsystem of a system listed in AR 700-138. If so, make sure limits include that part of the mission the system can no longer do. b. Deficiencies changed to a circle X will return to an X status symbol at the end of the day or mission. c. Equipment cleared for limited operations will still be carried as NMC for the Materiel Condition Status Reporting. d. When a deficiency is corrected or changed to a circle X, enter the miles and calendar date in the corrective action column at the end of the dispatch or operation.

**Initials (Figure 12-3).** The mechanic initials any faults that have been fixed. The mechanic gives it back to maintenance supervisor. Maintenance supervisor will review the faults corrected and those still not fixed to decide what other action is needed. For quality control, the inspector or a designated representative will check all corrected status symbol X faults. The inspector will then initial the status symbol.

**Initials (Figure 12-4).** a. The maintenance supervisor or the commanders designated representative initials for limited operations entries. b. The person taking the action or transferring the document/NSN initials other entries. c. The initials will go on the last line of entry.